POSITION: SSV COORDINATOR

DEPARTMENT: College of Engineering, SJSU and SJSU Research Foundation

IMMEDIATE SUPERVISOR: Dr. Richard Chung
Director, Summer in Silicon Valley Program

POSTING DATE: October 10, 2017

CLOSING DATE: Posted Until Filled

SALARY: $20 - $25 per hour, DOQ/E Benefited
50% time during time when classes are in session
Up to 100% time during Summer Intercession, as needed

EXEMPT STATUS: Non-Exempt (Hourly)

GENERAL NATURE OF POSITION: The Summer in Silicon Valley Program (SSV Program) is a summer-abroad training program for foreign students. The SSV Coordinator provides administrative support for this program, including, but not limited to, oversight and direction of student assistants. This is a part time position for the Fall semester (1/2 time), with a possibility for increased hours for the Spring semester, and full time hours for the months of June and July.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Fall semester:

a) Design event program, develop brochures, design and update SSV web pages.
b) Collaborate with SJSU Housing/Spartan Shops to coordinate dorm room reservations, meals, and catering for the program.
c) Create transportation contract, communicate with foreign university officials, students, and parents, etc.
d) Set up registration process for student participants.

Spring semester:

a) Design an agenda for each day of the program, and distribute student program handbook.
b) Ensure proper communication for effective implementation of housing regulations.
c) Arrange airport pick-up and drop-off for students, other travel arrangements.
d) Print name tags and certificates for all participants.
e) Train and assist student mentors. Delegate and assign daily coordination tasks to the student mentors, and monitor their work.
f) Coordinate logistics for field trips.
g) Order supplies, any promotional items for the session.

Summer:

a) Coordinate and facilitate program's events and activities to ensure smooth operations.
b) Arrange for students' travel to events and accompany, as needed.
c) Ensure participants follow all policies and procedures.
d) Trouble shoot any arising problems/issues and communicate and elevate, appropriately, to resolve.

INTERPERSONAL CONTACTS: Directly reports to the Director of Summer in Silicon Valley Program. Regularly interacts with campus Housing office, Spartan Shops, Engineering Dean's office, transportation and airport vendors, foreign visitors’ offices, as well as other Research Foundation staff.

QUALIFICATIONS:

1) Education and Experience
   Bachelor's degree. Experience in an academic environment, as well as with event planning/coordination, is preferred.

2) Knowledge, Skills and Abilities required
   a) Solid knowledge of and experience in MS Office suite applications
   b) General knowledge of website development applications. Able to maintain and update the website for SSV.
   c) Solid communication skills, oral, written, and presentation.
   d) Able to effectively and productively interact and work with staff, faculty, and students in a culturally-diverse environment;
   e) Detail oriented with strong organizational skills.
   f) Good judgment and decision making abilities.
   g) Driver's license is required, along with a good driving record. Will be asked to complete the CSU safe drivers' course.

3) Physical Requirements
   Typical office environment and equipment. Requirements may include the need to sit or work at a computer terminal for long periods of time on projects. Is required to walk/travel to offices and buildings on and off the main campus.

4) Complexity of Duties
   Works on a variety of tasks requiring planning, organization, and problem solving Requires the ability to function fairly independently on a professional level.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment.

SUPERVISORY RESPONSIBILITIES:
None, though will be actively involved in hiring and overseeing, directing and assigning student mentors who will lead group activities and interface with the program guests each day.

APPLICATION PROCEDURE
To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information, including the job description, may be obtained from the Research Foundation through its web site at http://www.sjsu.edu/researchfoundation/open/index.html. You may also obtain information in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:
San Jose State University Research Foundation
Attn: HR/Job Code: SSV Coord
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION
is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/eo/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.