

San José State University Research Foundation

Position: Counselor (RCP, SJSU)

DEPARTMENT:	Department of Justice Studies College of Health and Human Sciences
IMMEDIATE SUPERVISOR:	Project Director
POSTING DATE:	12/6/2018
CLOSING DATE:	12/13/2018
SALARY:	Range: \$20.00 - \$22.00 per hour, DOQ/E Part-Time (20 hours per week), Benefited This position is at 50% time effort. Continuation of the position is dependent upon the availability of government funding/grant.
EXEMPT STATUS:	Non- Exempt (Hourly)

GENERAL NATURE OF THE POSITION:

The Record Clearance Project (RCP) Path to Expungement Counselors at San Jose State University assist current and future RCP clients in navigating the expungement process. Duties start while people are in custody and release.

As a member of the RCP team, the Counselor will perform duties, as noted below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Mentorship and Guidance through the expungement process:**
 - Provide mentorship and guidance to people with criminal convictions as they move forward with their lives and prepare for expungement.
 - Provide support to people while they are in custody to help them upon release take steps needed to prepare for expungement.
- 2) Client/ Community relations::**
 - Participate as a speaker in community education presentations (including presentations to those in custody), and community events to explain that the expungement process works.
 - Attend community events to explain the importance of the expungement process.
- 3) Document contracts with mentoring clients in on-line reporting system.**
- 4) Help train RCP students as they begin work in RCP program.**
- 5) Other duties as assigned.**

INTERPERSONAL CONTACTS:

- Reports to the Project Director.
- Interacts with internal office staff on a daily basis. Also interacts, as appropriate, with SJSU faculty and staff, as well as vendors.

QUALIFICATIONS:

1) Education and Experience:

- a) High school diploma or GED preferred.
- b) Minimum of 2+ years related experience.
- c) Experience of going through the expungement process and familiarity with the RCP.
- d) 2 years of experience working in a diverse, multi-cultural setting is required.
- e) 2 years of experience working in self-directed, high initiative-low supervision environments is preferred.
- f) Ability to speak and write in English and one of the following languages: Spanish or Vietnamese is desired.

2) Knowledge Skills and Abilities:

- a) General familiarity with the RCP program
- b) Knowledge of expungement law and procedure
- c) Outstanding organizational and time management skills, including knowledge of database management and reporting.
- d) Knowledge of issues affecting low-income communities and/or communities of color.
- e) High level of professionalism and attention to detail.
- f) Ability to maintain confidential, sensitive information.
- g) Excellent oral, written and interpersonal communication skills and comfort in public speaking.
- h) Exceptional initiative and creativity; strong leadership skills.
- i) Ability to work collaboratively in a team setting with students, people with convictions and community members.
- j) Valid California driver's license and a good DMV record is required.
- k) Fully proficient and experienced in Microsoft applications (Word, Excel and G-mail).
- l) Able and willing to deliver friendly, courteous, prompt customer service.
- m) Strong interpersonal skills and multicultural competencies.
- n) Ability to collaborate with people from many academic disciplines, cultures and nationalities.

3) Complexity of Duties.

- a) Exercises fairly independent judgment in developing methods and evaluating criteria for achieved results.
- b) Works on projects where analysis of data or solutions requires an evaluation of various factors.
- c) Works with minimal direction on assigned projects/programs.
- d) Works on a variety of projects at any given time – multi-task.
- e) Ability to work both individually as well as in a group/team effort.
- f) Work has high impact on department's ability to provide effective customer service and ability to meet deadlines.
- g) Evening and/or weekend availability for phone calls frequently required.

4) Physical Requirements:

- a) Typical office environment and equipment.
- b) Sit or work at a computer terminal to enter file notes.
- c) Operation of basic office equipment and programs is essential.
- d) Must be able to operate a PC and office equipment.
- e) The employee must meet security qualifications for clearance and admittance to local jails.

PLEASE NOTE: This position is considered a "sensitive" assignment by Research Foundation and CSU policy. Consequently, an offer of employment for this position is strictly contingent upon the successful applicant undergoing and successfully completing the Live Scan (fingerprinting) process.

SUPERVISORY RESPONSIBILITIES:

None, though will be asked to guide, direct, or assign activities of the Service Delivery Team, including student assistants.

5) Benefits

The comprehensive benefit package includes:

- a) Ten health insurance plans to choose from
 - b) Free dental and vision for employee and eligible dependents
 - c) Paid Federal & State Holidays
 - d) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer Contribution component.
 - e) Vacation and separate sick plans
 - f) Employee Discounts
 - g) Paid Training and Conferences
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APPLICATION PROCEDURE

To apply for this position, an applicant **is required to submit a formal application for employment**, as well as a resume and a letter of interest. The applicant may do this via e-mail or by regular mail. The formal employment application is located at

http://www.sjsu.edu/researchfoundation/open/Employment%20Application%20Form_new.pdf

The employment application may also be obtained from the Research Foundation through its web site at

<http://www.sjsu.edu/researchfoundation/open/index.html>.

An applicant may also apply in person by visiting the Research Foundation, located at 210 North 4th Street, 3rd Floor, San Jose, CA (corner of St. James and North 4th Streets). In-person applicants will be provided a formal employment application to fill out. Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code **CSLOR**
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

The Research Foundation provides excellent benefits package to benefited employees. Please visit <http://www.sjsu.edu/researchfoundation/humanresources/benefits/index.html> to get more details.

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 501 (c) (3), 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 from 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.

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A background check (including a criminal records check) must satisfactorily be completed 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.

