San Jose State University Research Foundation

**Position: Information Services Student Assistant**

**DEPARTMENT:** Office of Sponsored Programs

**IMMEDIATE SUPERVISOR:** Senior Mgr., Information Services

**POSTING DATE:** March 1, 2018

**CLOSING DATE:** Open until filled

**SALARY:** $14.00 per hour

Part-time: 20 hours/week during time that school is in session; may work up to 40 during intercessions, depending on funding. Non-benefited, mandatory benefits only.

**EXEMPT STATUS:** Non-Exempt

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**GENERAL NATURE OF POSITION:**
The SJSU Research Foundation Office of Sponsored Programs (OSP) partners with the SJSU Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. Fully committed to delivering best in class services, OSP serves as the central coordination point for all grants and contracts, and partners with principal investigators (PIs) to ensure compliance with Federal, state, and institutional policies.

The OSP Information Services team manages an array of grant-related resources and is responsible for identifying and disseminating information about funding sources, grant search tools, and other research related trends and updates to the university community. As a member of the OSP team, this position plays a key role in supporting faculty in their search to fund their research efforts, provides assistance with event planning, as well as administrative support for Information Services and other OSP teams where needed.

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**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Extract funding information from sponsoring agency solicitations and enter the information into the Funding Alert database and disseminate the material to the faculty in a timely fashion. Review funding information and abstract to no more than 15 lines of text as required by Funding Alert database. Accurately match keywords with funding opportunities to ensure that faculty receive information tailored to their areas of interest. Search publications, commercial databases, and the Internet for special requests from faculty for funding information. Monitor and maintain OSP/Information Services subscriptions to list-servs and publications and assigned.

2. Assist with the OSP workshops, webinars, and other special events.

3. Assist with proofreading, and with the coordination of OSP communications.

4. Help maintain the OSP web page.

5. Perform department clerical functions such as filing, copying, etc. as needed

6. Assist with the creation and management of OSP tracking databases or spreadsheets.
INTERPERSONAL CONTACTS:
1. Reports to the Information Services senior manager.
2. Works and interacts with department staff and managers, other Foundation co-workers and university faculty.

QUALIFICATIONS:
1. Education
   • Must be a student properly enrolled and in good standing at either SJSU or another institution of higher learning; actively pursuing a bachelor’s degree. An associate’s degree is preferred.
   • Must have (2) years of college.
   • Must maintain a GPA in a manner that conforms to ongoing pursuit of higher education credentials.
   • One year of experience in a university auxiliary environment desired.

2. Experience
   • Minimum three years of general office experience (including typing, word processing, filing, database maintenance, email, phone, and fax communication) is required.
   • One year experience in website maintenance desired.
   • One year of experience in a university auxiliary environment desired.

3. Knowledge, Skills, Abilities required
   • Working knowledge of current computer and office automation equipment
   • Proficient in Internet research, MS Office (Word, Excel, PowerPoint), Adobe Creative Cloud (InDesign, Acrobat, Photoshop), or other applicable software packages.
   • Working knowledge of HTML and web page creation and/or maintenance.
   • Ability to type at least 45 WPM.
   • Excellent writing skills; grammar, spelling and punctuation.
   • Demonstrated ability to extract and compose an article from original text.
   • Ability to use initiative and sound independent judgment within established guidelines.
   • Ability to organize work, set priorities and meet critical deadlines with little supervision.
   • Ability to work effectively and maintain cooperative working relationships with others.
   • Current California driver’s license.
   • Familiarity with Techsmith Camtasia a plus.

4. Physical Requirement
   • Must be able to operate a PC including mouse and keyboard.
   • Must be able to operate general office equipment.
   • Must be able to sit for extended periods of time.
   • Visual acuity associated with concentrated computer use.

5. Complexity of Duties
   • Works under general supervision on specific assignments following established policies, procedures and practices.
   • Work is subject to regular checks and review to ensure compliance with procedures.
   • Failure to achieve results is normally capable of being overcome without serious effect on schedules and programs.

SUPERVISORY RESPONSIBILITIES:
None.
This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

APPLICATION PROCEDURE
To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. 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%201-10-18%20pdf.pdf

It 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, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code INFOSA
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.

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.