## Position:
**Assistant Coordinator, Human Rights Minor Program**

### DEPARTMENT:
Justice Studies (CASA),
Human Rights Minor Program

### IMMEDIATE SUPERVISOR:
Director, Human Rights Minor Program

### POSTING DATE:
February 24, 2016

### CLOSING DATE:
Posted Until Filled

### SALARY:
Range: $24 to $30 p/h, DOQ/E
Part time (19 hrs/week)
Non-Benefited

### EXEMPT STATUS:
Non Exempt (Hourly)

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### GENERAL NATURE OF POSITION:

The Human Rights program is a new, multidisciplinary program at SJSU in which students explore the history and structure of formal human rights and international law, study any number of historical or contemporary human rights struggles, meet and work with Bay Area human rights organizations, and gain experience in a graduate style/level capstone symposium course.

The Coordinator will direct and oversee a team of Human Rights Minor, Sociology, and partnered Community College students in their work to recruit and conduct document preparation services for local immigrant families who qualify for DACA/DACA+/DAPA services. The Coordinator will facilitate meetings, actively assist in creating and delivering public presentations, and will oversee and direct delivery of document preparation services.

The Coordinator will also actively assist, support, and participate in all aspects of event planning and delivery for the 2016 Human Rights Lecture Series (October, 2016), which will involve a great deal of planning and logistical support.

The Coordinator will also monitor and update the emergent Human Rights Program website and blog, with direct oversight and communication by the Director and faculty in the Human Rights Working Group.

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### ESSENTIAL DUTIES & RESPONSIBILITIES:

1. As part of the program’s grant project with the Santa Clara County Administrative Relief Coalition, will lead teams of students in the delivery of document preparation services to those seeking benefits via the Deferred Action for Childhood Arrivals [DACA/DACA+] and Deferred Action for Parents of Americans [DAPA] executive actions.
2. Actively assist in delivering workshops and presentations on DACA/DACA+/DAPA benefits, immigration policies, and immigrant rights in the recruitment and education of potential clients.

3. Plan, direct, and oversee “drop-in” sessions at the SJSU MLK Library and the San Jose Peace and Justice Center for document preparation services. General familiarity with immigration policies or general knowledge of legal principles a plus.

4. Assist and actively support the Human Rights Program Director and faculty as needed for special events, major projects, and programming materials.

5. Maintain and update Human Rights Program website and programming materials. Experience in website creation and graphic design a plus.

6. Assist in representing the SJSU Human Rights Program and community-based partners in the Administrative Relief Coalition.

7. Generate data, maintain and update databases as appropriate to document the work above.

8. Other duties and activities, as appropriate or as needed.

INTERPERSONAL CONTACTS:

1. The Coordinator reports directly to and receives general supervision from the Director, Human Rights Program.

2. Interacts daily with university faculty, students, and staff, families, school site teachers, school-site administrators, Santa Clara County and other industry personnel across all levels.

QUALIFICATIONS:

1) Education and Experience

- Bachelor’s Degree is required (preferably in an education-related field).
- A minimum of one to three years’ professional experience (preferably in an education-related field such as academic advising/counseling, career counseling, or education administration).

2) Knowledge, Skills and Abilities

- Excellent written and oral communication skills. Solid presentation skills.
- Solid organizational skills.
- Demonstrated skills in and ability to establish and maintain productive and effective working relationships across all levels with students, parents, teachers, University, school districts, staff, and administrators, as well as, industry and community representatives.
- Competence in Microsoft Office and basic website design software required
- Minimum level of event planning experience is required
- Skills and experience with forms of video/teleconferencing required
- Spanish, Vietnamese, Mandarin Chinese, and/or Tagalog language skills preferred
- General knowledge of federal immigration policies and social problems facing local immigrant families preferred.

3) Physical Requirements

- Must be able to operate a PC including a mouse and keyboard.
- Must be able to operate office equipment.
- Must be able to use a telephone and/or headset.
- Must be able to navigate uneven surfaces and carry materials of up to 50 lbs. with or without the use of aids.
- Must have a reliable means of transportation and a good driving record.

4) Complexity of Duties

- Works with minimal direction on assigned projects/programs.
- Works on a variety of projects at any given time – multi-task.
- Exercises judgment in developing methods and evaluating criteria for achieved results.
- Ability to work both independently or in a group/team effort.
- Work has high impact on department’s ability to provide effective customer service and ability to meet deadlines.
- Various evening and weekend work required throughout the assignment.
- Must be able to drive a vehicle to work locations; will be asked to provide proof of insurance.

SUPERVISORY RESPONSIBILITIES:

Oversees, directs, assigns, trains the work of a team comprised of anywhere from one to twenty Human Rights Minor students, as described above.

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 may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

The SJSU Research Foundation website’s job listings page, which also has a link for downloading an application, can be found at http://www.sjsu.edu/researchfoundation/open/index.html

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

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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.