Position: Student Assistant (MTI)

DEPARTMENT: Mineta Transportation Institute

IMMEDIATE SUPERVISOR: Executive Administrative Assistant

POSTING DATE: March 18, 2016

CLOSING DATE: Open Until Filled

SALARY: $13.00 per hour
Part time (up to 20 hours per week)
Non – benefited position

EXEMPT STATUS: Non- Exempt (hourly)

GENERAL NATURE OF POSITION:

The Student Assistant performs a number of diverse duties, including receiving and appropriately directing telephone calls and personal visitors. This position also provides administrative support, including filing, mailing, photocopying, faxing, e-mailing. The Student Assistant will be requested to work up to 20 hours per week during the time that school is in session, and may be asked to work additional hours during school intercessions (summer and winter breaks). As a member of the MTI staff, the Student Assistant must have the ability to maintain strictest confidence of information at all times, and exercise tact and diplomacy in all interactions.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Greets and directs employees, visitors, guests, and other customers to the appropriate individual in at MTI.

2. Screens, answers, and directs incoming telephone calls to MTI.

3. Provides administrative support to MTI or other departments as needed.

4. Assists in maintenance of MTI records through filing and update and maintenance of data base. Orders and maintains office and department supplies.

5. Sorts incoming mail to MTI and distributes faxes. Notifies employees of special delivery arrivals.

6. Assists in MTI event planning and implementation activities and coordination of same.

INTERPERSONAL CONTACTS:

1. Reports to MTI’s Executive Administrative Assistant, and is provided training and guidance by same.

2. Interacts on a regular basis with all levels of MTI visitors and guests, as well as employees and customers of the Research Foundation.
QUALIFICATIONS:

1) **Education**
   Must be an active SJSU or other college or university student in good standing.

2) **Experience**
   Some previous reception or office experience is strongly preferred.

3) **Knowledge, Skills, Abilities required**
   - Solid communication skills, oral and written, to facilitate communications with individuals and groups, internal and external.
   - Must possess excellent telephone manner.
   - Must be able to present themselves as professional at all times
   - Must have a working knowledge of multi-line phone systems
   - Must be proficient in the use of computer software (Microsoft Office).

4) **Physical Requirements**
   - 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
   - Must possess a clean driving record to become certified to drive company carts

5) **Complexity of Duties**
   - Works under general supervision on specific projects
   - Exercises judgment within defined procedures and practices to determine appropriate actions
   - Able to be resourceful and to escalate situations or issues when and as appropriate.

SUPERVISORY RESPONSIBILITIES:

None

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 MTI SA
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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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.