Position: Student Assistant (MTI)

DEPARTMENT: Mineta Transportation Institute

IMMEDIATE SUPERVISOR: Office Manager

POSTING DATE: 4/2/2019

CLOSING DATE: Open Until Filled

SALARY: $15.00 per hour
Part time (up to 20 hours per week)
Non – benefited position

EXEMPT STATUS: Non- Exempt (hourly)

GENERAL NATURE OF POSITION:

At the Mineta Transportation Institute (MTI) at San Jose State University, our mission is to increase mobility for all by improving the safety, efficiency, accessibility, and convenience of our nation's transportation system. Through research, education, workforce development and technology transfer, we help create a connected world.

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. 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, e-mailing, processing invoices, appointment forms and independent contract agreements. 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).

ESSENTIAL DUTIES & RESPONSIBILITIES:

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

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

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

4. Sorts incoming mail to MTI staff.

5. Process and tracking of invoices, appointment forms and independent contract agreements.

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

INTERPERSONAL CONTACTS:

1. Reports to MTI’s Office Manager, 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 a student properly enrolled and in good standing at either SJSU or another institution of higher learning.

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.

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, 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%20Form_new.pdf

It may also be obtained from the Research Foundation through its website 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 MTISA
Reasonable Accommodation:

The San Jose State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

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.