Position: Workforce Development/Communication Coordinator

DEPARTMENT: Mineta Transportation Institute

IMMEDIATE SUPERVISOR: Director of Research and Tech Transfer

POSTING DATE: February 9, 2018

CLOSING DATE: Open Till Filled

SALARY: Range: $26.00 to $28.00 per hour, DOQ/E
        Full Time (40 hours)
        Excellent Benefits

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. At MTI, we efficiently connect people, ideas, and results. MTI provides the highest-quality support for surface transportation researchers, planners, managers, educators, and elected officials, all filtered through the lens of our urban academic home in the heart of Silicon Valley, San Jose State University.

The Mineta Transportation Institute is looking for an energetic, multi-skilled individual to assist with implementing transportation workforce development programs, coordinating events, and managing our social media channels. The ideal candidate will have experience planning, coordinating, and implementing workforce development programs at both the K-12 and adult professional development levels. In addition, experience managing events (e.g. professional meetings, celebratory events, etc.) from conception through to completion is a requirement. Finally, the ideal candidate will possess strong knowledge of the digital media landscape and have experience monitoring and posting on social media networks and developing newsletter content.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Workforce Development:
   a) Ensure MTI workforce development program activities and grant requirements are implemented successfully
b) Identify, develop and maintain workforce development partnerships

c) Develop program marketing materials including brochures and other methods to advertise program activities

d) Market workforce development programs

e) Prepare materials for and support completion of grant reporting requirements as requested

f) Gather, analyze and evaluate program data

g) Organize, plan, and execute workforce development activities

h) Provide input to Executive Director and make recommendations for improvements to workforce development activities

Event Planning:

a) Manage all aspects of event planning, design, and implementation

b) Promote and publicize MTI-sponsored events

c) Proactively address issues and troubleshoot any emerging problems on event day

d) Conduct event evaluations and report on outcomes

e) Identify event opportunities

Communication:

a) Create and implement social media campaigns

b) Develop social media content calendars

c) Monitor social media analytics

d) Create engaging newsletter and social media content

e) Assist in the general distribution of press releases and media alerts

f) Stay up-to-date on current trends in transportation

g) Perform other related duties as assignment by the Executive Director and/or Director of Research and Technology Transfer

INTERPERSONAL CONTACTS:

Reports to the Director of Research and Tech Transfer. Interacts with faculty, researchers, and staff on a daily basis.

QUALIFICATIONS:

1) Education and Experience:

   a) Bachelor’s degree or equivalent in a related field (required)

   b) Two years of experience as an events planner or organizer (required)

   c) Two years of combined experience of K-12 and workforce planning. This includes coordinating, and implementing workforce development programs at both the K-12 and adult professional development levels. (required)

   d) Two years of experience coordinating online webinars (preferred)

   e) Two years of experience with social media analytics and digital media (preferred)

   f) Two years of experience developing and writing a newsletter. (preferred)

2) Knowledge, Skills, Abilities required:

   a) Knowledge of workforce development, especially in the transportation field.
b) Ability to work independently, priorities, organize, problem solve, be creative and exercise good judgment with minimal supervision  
c) Strong organizational skills including attention to detail and ability to multi-task  
d) Strong time management skills and ability to prioritize a large volume of tasks  
e) Knowledge of computer programs including MS Word, Excel, and Photoshop  
f) In-depth working knowledge of social media platforms (specifically Facebook, Twitter, and LinkedIn)  
g) Experience with social media analytics  
h) Ability to communicate effectively in writing, in person and by telephone  
i) Excellent interpersonal skills including experience building and maintaining relationships with diverse network of individuals and organizations 

a) Ability to work flexible, varying hours, including evenings and weekends as needed  

3) COMPLEXITY OF DUTIES:  
a) Works on a variety of tasks requiring planning, organization and problem solving  
b) Works under general supervision on specific assignments following established policies, procedures, and practices.  

4) PHYSICAL REQUIREMENTS:  
a) Typical office environment and equipment. Requirements may include the need to sit or work at a computer terminal for long periods of time on projects 

5) BENEFITS:  
The comprehensive benefit package includes:  
a) Ten Health Insurance Plans to choose from  
b) Free dental and vision for employee and family  
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  
h) Increases based on merit (performance)  

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%2010-18%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 WrkCood  
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/healthbenefits/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 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-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.