Position: **SENIOR RESEARCH ASSOCIATE – PROJECT MANAGER**

**DEPARTMENT:** Psychology Department, San Jose State University and SJSU Research Foundation

**IMMEDIATE SUPERVISOR:** Project Director, NASA

**POSTING DATE:** December 6, 2017

**CLOSING DATE:** Posted Until Filled

**SALARY:** Negotiable, DOQ/E  
Full time  
Benefited

**EXEMPT STATUS:** Exempt

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**GENERAL NATURE OF POSITION:**

Do you want to help support NASA’s missions, but don’t want to go through astronaut training camp? Do you like making a difference in the world and want to help progress the vision of NASA? We are a group of developers, designers and testers working in contract with NASA under the Human Computer Interaction (HCI) Research Group to make Mission Assurance Software. We work for the San Jose State University Research Foundation in a partnership with NASA through grant funding.

The research is centered on the development, design and testing of next-generation mission ground-systems for NASA’s space explorations missions. You will work with people across NASA, hear about upcoming missions and how we help support them.

We are a small software development team of about 25 people managing 30+ websites, most of which are white label solutions on different versions of the same code base. We have 10 designers — yes, we know that’s a lot of designers — who are currently “Jack and Jills” of all trades, fulfilling many roles including product and project management. You will be the first dedicated project manager that we hire, and you will help us start separating out the project management role from the design role, so that we can more efficiently scale our team.

Our work environment is very open, collaborative and welcoming; we are a diverse and tight-knit team that enjoys off-site team building events and activities. We believe that fostering a comfortable workplace for everyone is important! Our team values a healthy approach to our work, from providing adjustable desks to maintaining a balanced work-life schedule. You will contribute to our wide diversity of skills and incorporate new ideas into our environment.

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**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1) Lead the day-to-day software development of new features and platform improvements for production instances of the Mission Assurance Systems and DIg-IT (Data Integration Information Technology)
2) Work with designers, developers, and QA to identify platform improvements e.g. performance enhancements, code maintenance, etc.
3) Work with product owners to determine feature objectives and final scope and ensure technical feasibility
4) Coordinate changes in project scope, schedule, and costs with all relevant stakeholders
5) Create and track a detailed project plan including a schedule based on task estimates
6) Measure and communicate project performance based on objectives
7) Create and maintain project documents including a detailed project plan, schedule, decisions made, tasks, task estimates, task assignments, priority, milestone dates, meeting notes, etc.
8) Lead retrospectives following project completion and define action items for improving efficiency on future projects

INTERPERSONAL CONTACTS:
Reports to the Project Director. Interacts with NASA Ames civil service and Foundation research staff, including student assistants, on a daily basis.

QUALIFICATIONS:

1) Education and Experience
   a) B.S. in Computer Science or equivalent experience is required
   b) At least 3 years’ experience leading complex web development projects
   c) Experience successfully managing multiple projects at once
   d) Experience working with design and UX teams
   e) Experience in all phases of the project management lifecycle

2) Knowledge, Skills and Abilities required
   Required
   a) Experience with project/task management tools such as Omniplan, Asana, Bootcamp, Trello, etc.
   b) Strong technical background, with understanding or hands-on experience in software development or web technologies
   c) Willingness to work in a user-centered, design-driven development model
   d) Understanding of user centered design process
   e) Ability to understand complex product functionality, design and technical issues, in order to drive the right priorities, trade-offs and resolutions
   f) Extremely self-motivated; able to find opportunities for improvement and tackle them without external direction
   g) Methodical and detail oriented, with solid analytical skills and problem solving ability
   h) Excellent interpersonal communication skills with a positive, collaborative attitude
   i) Ability to work on-site (NASA Ames, Mountain View, CA)

   Desired
   a) Experience with Agile/SCRUM methodologies
   b) Capacity and willingness to adopt new methodologies and skills in line with core responsibilities
3) Physical Requirements

   a) Occasional travel to other NASA sites may be required
   b) Located at NASA Ames Research Center. Therefore, the employee must meet security qualifications for entrance to the Center, including an Agency background check.
   c) Employee must be a US citizen or Permanent Resident
   d) The location is equipped for full accessibility

4) Complexity of Duties

   Exercises independent judgment in the management and completion of a diverse set of tasks.

BENEFITS

   The comprehensive benefit package includes:

   a) Nine 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:

No formal responsibilities, though will be called upon for advice and direction by others.

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, including the job description, may be obtained from the Research Foundation through its web site at http://www.sjsu.edu/researchfoundation/open/index.html. You may also obtain information 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). A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:

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

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.