San Jose State University Research Foundation

Position: Project Associate

DEPARTMENT: Research will be done under the auspices of the Psychology department at San Jose State University

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: October 26, 2018

CLOSING DATE: November 1, 2018

SALARY: Range: $69,000 - $87,000 /DOQ/E Negotiable based on experience

   Full Time
   Excellent Benefits

EXEMPT STATUS: Exempt (Salary)

GENERAL NATURE OF POSITION:

The Department of Psychology at San José State University is involved in collaborative research with civil service scientists from the Human Computer Interaction (HCI) Group of the Human Systems Integration Division at the NASA Ames Research Center in Mountain View, CA. The research is centered on the design, development, and testing of next-generation mission ground-systems for NASA’s space exploration missions.

We seek a Project Associate who will support process analysis and evolution, project management, data migration, and system configuration for software applications supporting both the HCI group as well as NASA’s engineers across the agency. Currently our UX designers are fulfilling many roles including project management and user support. This position will support the HCI Project Manager in developing and tailoring group processes to increase efficiency of the group.

Our work environment is very open, collaborative and welcoming; we are a diverse and tight-knit team. 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 --- and have direct exposure to NASA’s culture including deep space missions.

ESSENTIAL DUTIES & RESPONSIBILITIES:

a) Collaborate on the day-to-day software development effort and maintenance operations of the production instances of the Mission Assurance Systems (MAS) and Dig-IT (Data Integration Information Technology). This includes describing desired functionality, assessing bugs, and completing tasks with an eye for keeping large/complex deliverables scalable and on schedule.

b) Work with UX designers, developers and QA to identify and implement areas of process improvements.

c) Coordinate changes in project scope, schedule, and costs with all relevant stakeholders.

d) Support the Project Manager tracking of schedule based on task estimates.
e) Measure and communicate project performance based on objectives.

f) Support the maintenance, migration, and creation and documentation of processes of internal knowledge base tools (e.g. bug tracker, design documentation).

g) Support UX designers in creating new testable configurations to MAS infrastructure for user validation for quick turnaround actions.

h) Support UX designers in creating and modifying user accounts.

i) Other duties and tasks as assigned.

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) Bachelor’s degree in Business, English, Information Science or related discipline is required.
   b) At least one year of experience in operations or data analytics including establishing or executing process documentation is preferred.
   c) At least one year of experience successfully managing multiple projects or processes at once is preferred.
   d) At least one year of experience in the phases of project management lifecycle is preferred.
   e) At least one year of experience in project/task management processes and tools is required.

2) Knowledge, Skills, Abilities required:
   a) Working knowledge of the software development life cycle (SDLC) and project management lifecycle (PMLC).
   b) Ability to organize and analyze data as a member of a team and independently.
   c) Ability to understand complex project functionality, design and technical issues, in order to drive the right priorities, trade-offs and resolutions.
   d) Methodical and detail oriented, with solid analytical skills and problem-solving ability.
   e) Capacity and willingness to adopt new methodologies and skills in line with core responsibilities.
   f) Strong verbal and written communication skills.
   g) Ability to integrate a culturally and organizational diverse research and development team with excellent interpersonal communication skills with a positive, collaborative attitude.
   h) Extremely self-motivated; able to find opportunities for improvement and tackle them without external direction.

3) COMPLEXITY OF DUTIES:
   a) Exercise independent judgment in the management and completion of a diverse set of tasks.

4) Physical Requirements
   a) Able to travel domestically to other NASA centers or facilities as field research requires.
   b) Located at the NASA Ames Research Center. The employee must meet security qualifications for entrance to the Center.
   c) Employee will be a US citizen or Permanent Resident.

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, though may be called upon for advice and direction by others.

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 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 NASA PAAV
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.

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-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.