**Position:** Contract Administrator, PALEEP Program  (Part Time)

**DEPARTMENT:** College of International and Extended Studies (CIES); Silicon Valley Center for Global Studies (SVCGS)

**IMMEDIATE SUPERVISORS:** Principal Investigator, CIES and Director-SVCGS

**POSTING DATE:** August 25, 2016

**POSTING END DATE:** Posted Until Filled

**SALARY:** Dependent Upon Qualifications and Experience

50% time (Approx 20 hrs/week)  Benefited

**EXEMPT STATUS:** Non-Exempt Level (Hourly)

**APPOINTMENT:** Position is contingent on continued funding of the PALEEP (Pakistan Applied Linguistics Education Enhancement Program) contract, and is renewable each year, dependent on funding.

**GENERAL NATURE OF POSITION:**

Under the direction of the PALEEP Principal Investigator (PI) and Project Director, the Contract Administrator will organize, plan, manage, and execute the financial, logistical, and administrative duties required to fulfill contract activities and project deliverables, according to strict deadlines and within budget. The highly varied responsibilities of this position include financial and administrative reporting; project management; event planning and management; arranging international and domestic travel; extended stay logistical support for Pakistani (AJKU) visitors; administrative duties as directed; and coordinating the efforts of student assistants and faculty as required to complete projects. Working closely with the PI and Project Director, the Contract Administrator will provide direct day-to-day support for all the activities and oversee quality control throughout the contract life cycle, which is dependent on funding.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

a) Plan, administer, and execute grant financial details, including budgets, funding requests, and reports.
b) Direct and oversee the recruitment, review, and contracting processes of grant contractors as directed.
c) Plan, schedule, and track project timelines, milestones, and deliverables using appropriate tools.
d) Develop and deliver progress reports, proposals, required documentation, and presentations.
e) Direct and oversee the translation of documents/lectures/assorted material.
f) Identify issues and conflicts within the project team.
g) Other duties and projects as requested

**INTERPERSONAL CONTACTS:**

- Interfaces directly with the PALEEP Project Director, the PI, Student Assistants, and other SJSU as well as Pakistan’s AJKU faculty and staff.
- Will work with many third party contractors, vendors, and government officials.
QUALIFICATIONS:

1) Education and Experience

- Bachelor’s degree required;
- Experience in contract management and/or financial/management accounting

2) Knowledge/Skills/Abilities Required

- Expert skills in MS Office (Word, Excel, and PowerPoint)
- Experience and/or skill using project management software desirable
- Solid working knowledge of current Internet technologies (Gmail, FB, Skype, etc.)
- Solid working knowledge and experience in working with social media sites, including Facebook and LinkedIn.
- Strong English written and oral communication skills.
- Strong interpersonal skills and multicultural competencies.
- Ability to collaborate with people from many academic disciplines, cultures, and nationalities.
- Ability to bring projects to successful completion with political and cultural sensitivity.
- Adept at conducting research and finding answers for project-related issues.
- Discipline to work independently
- Persuasive, patient, persistent, flexible, and confident.
- All applicants must have legal authorization to work in the United States.

3) Physical Requirements

- Long hours may be required to meet project deadlines.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects.
- Physically able to participate in training sessions, presentations, and meetings.
- Must be available for International travel to Islamabad in/around March, 2017, for a 7 to 10 calendar day period.

4) Complexity of Duties

- Exercises independent judgment in developing methods and evaluating criteria for achieved results.
- Works on projects where analysis of data or solutions requires an evaluation of various factors.
- Works with minimal direction on assigned projects/programs.
- Works on a variety of projects at any given time – multi-task.
- Ability to work both independently or in a group/team effort.
- Work has high impact on department’s ability to provide effective customer service and ability to meet deadlines.

PLEASE NOTE: THIS POSITION WILL WORK WITH AND AROUND MINORS, AND AS SUCH, IS CONSIDERED A “SENSITIVE” POSITION. CONSEQUENTLY, THE SUCCESSFUL CANDIDATE MUST SUCCESSFULLY UNDERGO A LIVE SCAN (FINGERPRINTING) PROCESS AS A CONDITION OF EMPLOYMENT.

SUPERVISORY RESPONSIBILITIES:

- Oversee, train, assign student assistants, as needed.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.
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 PALEEP CA
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

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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.