GENERAL NATURE OF POSITION:

The SJSU Research Foundation Office of Sponsored Programs (OSP) partners with the SJSU Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. OSP serves as the central coordination point for all grants and contracts, and works closely with Principal Investigators (PIs) to ensure compliance with Federal, state, and institutional policies.

As a member of the OSP team, this position provides clerical and administrative support to the Sponsored Programs Managers and work teams with preparations for contract proposals, with an emphasis on budget preparations. Flexibility and availability to work assigned hours is important. Must have a valid California driver’s license.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Filing grant and contract related documents, including accounts receivable invoices in account folders.
2. Scan and save employee appointment forms, Independent Contractor (IC) agreements, service agreements, requisitions, conflict of interest and other document as requested.
3. Perform data entry.
4. Assist with documentation preparation, by transferring data from a specific source or file into a form.
5. Assist with reviewing contracts and locating legal language.
6. Prepares and Maintains the Pre-Award Pending files, including filing of new pending files on the company server.
7. Log in all coming requisitions, IC agreements, Travel requests and reimbursements, employee appointments forms.
8. Performs quarterly pending purge process.
9. Maintains Pre Award Declined files.
10. Performs monthly declined purge process.
11. Drive electric carts for, among other things, delivering or picking up documents to and from campus; mail runs or to take employees and/or guests to the SJSU campus and to downtown locations.
12. Performs other duties as required by the Directors and Sponsored Program Managers, including but not limited to, assisting the staff during annual audits or other agency audits.
13. Provides back-up coverage for Proposal Processing Coordinator, as needed.
INTERPERSONAL CONTACTS:

1. Reports to the Sr. OSP Manager.
2. Interacts with staff San Jose State University Research Foundation; San Jose State University and external clients, including Faculty/Principal Investigators (PI’s).
3. Works closely with OSP Managers, Analysts and Proposal Processing Coordinator

QUALIFICATIONS:

1) Education and Experience
   - Must be a student properly enrolled and in good standing at either SJSU or another institution of higher learning, actively pursuing their Bachelor’s degree. An AA degree highly preferred.
   - Must have two (2) years of college
   - At least 1 year of general office experience (including typing, word processing, filing, email, phone, and fax communication) is highly preferred.
   - Accounting experience or mathematical aptitude preferred.

2) Knowledge, Skills, and Abilities Required
   - Strong attention to detail and good organizational and administrative skills.
   - Knowledge of word processing applications, spreadsheet, database and graphics software such as MS Word, Excel.
   - Knowledge of spelling and grammatical usage, document preparation techniques, clerical methods and procedures.
   - Effective interpersonal, verbal, and written communication skills.
   - Ability to work independently and in cooperation with others, to exercise sound judgment, especially when determining priorities and schedules.
   - Ability to work effectively with all people at all levels of the organization.
   - Ability to work in an unusually fast paced environment and handle multiple deadlines and tasks with diplomacy under pressure.
   - Ability to be punctual at the start of the work day, but flexible during core office hours.
   - Must be able to address and resolve conflict situations in a constructive and supportive manner.
   - Strong analytical, organizational and planning skills.
   - Ability to interpret funding agency guidelines.
   - A valid California Drivers’ license and clean driving record is preferred. Will be asked to attend and pass the CSU driving course.

3) 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 or stand for extended periods of time.
   - Visual acuity associated with concentrated computer use.
   - Must be able to use a telephone hand and/or head set.
   - Must be able to navigate uneven surfaces.
   - May also be required to walk/travel across campus to other offices or buildings on and off the main campus.

4) Complexity of Duties
   - Work flow operates under deadlines.
   - Works under general supervision on specific assignments following established policies, procedures and practices.
   - Work is subject to regular checks and review to ensure compliance with procedures. Failure to achieve results is normally capable of being overcome without serious effect on schedules and programs.
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 OSPSA
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

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.

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.