**San Jose State University Research Foundation**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Student Assistant Post Award (OSP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Office of Sponsored Programs (OSP)</td>
</tr>
<tr>
<td>IMMEDIATE SUPERVISOR:</td>
<td>Associate Director of Post Award</td>
</tr>
<tr>
<td>POSTING DATE:</td>
<td>October 22, 2018</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>SALARY:</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td></td>
<td>Part time: 20 hours/week during time that school is in session; up to 40 during intercessions</td>
</tr>
<tr>
<td></td>
<td>Non-benefited. Mandatory benefits only.</td>
</tr>
<tr>
<td>Exempt Status:</td>
<td>Non Exempt (hourly)</td>
</tr>
</tbody>
</table>

**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 Associate Director and Sponsored Programs Managers in compliance activities pertaining to sponsoring agencies’ regulations. Flexibility and availability to work assigned hours is important.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Filing grant and contract related documents, including accounts receivable invoices in account folders.
2. Scan and save Independent Contractor (IC) agreements, requisitions, conflict of interest and other documents.
3. Sort monthly account status reports.
4. Prepare requisitions for San Jose State University invoices.
5. Photocopy faculty payroll records each semi-monthly payroll period for preparing effort reports.
6. Perform data entry.
7. Log in all coming requisitions, IC agreements, Travel requests and reimbursements, employee appointments forms.
8. Drive electric carts for, among other things, mail runs or to take employees and/or guests to the SJSU campus and to downtown locations.
9. Performs other duties as assigned, including but not limited to, assisting the Post-Award staff during annual audits or other agency audits.

**INTERPERSONAL CONTACTS:**

1. Reports to the Associate Director of Sponsored Programs, Post-Award.
2. Interacts with staff San Jose State University Research Foundation; San Jose State University and external clients, including Principal Investigators (PI’s).
3. Works closely with Sponsored Programs Managers.

**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.

2) **Knowledge, Skills, and Abilities Required**
   - Strong attention to detail and good organizational and administrative skills.
   - Good working knowledge of MS Word, Excel.
   - Effective interpersonal, verbal, and written communication skills.
   - Ability to work effectively with all people at all levels of the organization.
   - Ability to be punctual at the start of the work day, and able to end daily projects.
   - Strong analytical, organizational and planning skills.
   - 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.
   - 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.

**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%201-10-18%20pdf.pdf

It may also be obtained from the Research Foundation through its web site at:

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 OSP Post SA
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.

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.