

San Jose State University Research Foundation

Position: Tutor, MST Program

DEPARTMENT:	Lucas School of Business
IMMEDIATE SUPERVISOR:	MST Director
POSTING DATE:	11/29/2018
CLOSING DATE:	Open Until Filled
SALARY:	Range: \$30.00 to \$40.00 per hour; DOQ/E
EXEMPT STATUS:	Non-Exempt (Hourly) Non- Benefited Part time (3 to 6 hours per week)
APPOINTMENT:	This position is temporary for up to 12 months, part-time and is a non-academic appointment with the San Jose State University Research Foundation.

GENERAL NATURE OF POSITION:

The Lucas School of Business at San Jose State University offers a high-value quality education that empowers both working and full-time students, of all ages and diverse backgrounds, to transform their lives. Our Master of Science in Taxation (MST) program is a unique and flexible program designed to serve both working tax professionals and those pursuing a new career in tax. The program allows students to enroll full-time and complete their degree in 12 months or part-time and be finished in 24-36 months.

We seek a tax professional to provide tutoring and technical workshops to students enrolled in the Lucas School of Business' Masters in Taxation (MST) program. Tutoring will typically occur at the Lucas Business complex located in Santa Clara, California. The successful candidate will be an employee of the SJSU Research Foundation.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Will provide tutoring and technical workshops for students in small groups on subjects including taxation one or two hours prior class when program is in session (generally 4 to 6 pm).

Session dates run from:

- Late-September through mid-December,
- Early January through early March,
- Late April to early June, and
- Mid-June to mid-August

2. Performs other job-related duties as assigned.

INTERPERSONAL CONTACTS:

1. Reports directly to and receives general supervision from the MST Director.
 2. Interacts with MST staff, MST students, university staff, SJSU and Research Foundation staff.
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QUALIFICATIONS:**1. Education**

- Must possess an MST, MBT or LLM-Tax degree.

2. Experience.

- Minimum three years of tax experience is required.
- Experience tutoring and providing technical workshops for students is preferred.
- CPA, Enrolled Agent, or tax attorney preferred.

3. Knowledge, Skills, Abilities required**Successful candidate will have demonstrated knowledge, ability and skill in:**

- Minimum three years of tax experience is required.
- ASC 740 (accounting for income tax).
- Basics of how different business entities are taxed.
- Basics of common property transactions.
- International taxation concepts and basic rules.
- Finding and using relevant primary authority.
- Excellent written and oral communication skills; solid presentation skills.
- Demonstrated initiative in effectively planning, organizing, and coordinating implementation of tutoring program and activities.
- Demonstrated effective interpersonal skills; ability to establish and maintain effective and productive working relationships in all interactions.
- Able to develop positive rapport with students.

4. Physical Requirement

- Must be able to operate a PC including a mouse and keyboard.
- Must be able to operate office equipment.
- Must be able to carry, lift, push, and pull materials and objects of up to 25 lbs. occasionally.

5. Complexity of Duties

- Exercises fairly 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 individually as well as in a group/team effort.
 - Work has high impact on department's ability to provide effective customer service.
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SUPERVISORY RESPONSIBILITIES:

None

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, 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: **Tutor/MST**

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.

