Position: ADMINISTRATIVE ASSISTANT Title IV-E

DEPARTMENT: Title IV-E Child Welfare Training & Stipend Project
IMMEDIATE SUPERVISOR: Title IV-E Program Coordinator
POSTING DATE: September 2, 2016
CLOSING DATE: Posted until filled
SALARY: $17.00 to $21.00 per hour, DOQ/E
20 hours per week (50% time)
NOT benefited
STATUS: Non-Exempt (Hourly)
APPOINTMENT: This position is for 12-months, half-time, and is a non-academic appointment with the San Jose State University Research Foundation. Continuation of the position depends upon availability of federal funding/grant and annual renewal of the contract with California Social Work Education Center (CalSWEC).

GENERAL NATURE OF POSITION:
Under the general direction of the Project Coordinator, provides a full range of secretarial and clerical services to the staff of the Title IV-E Child Welfare Training Project.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Performs administrative/clerical support duties for the Project, involving reception and contact with faculty, staff, students, and social services agencies. Able to communicate with students and Project Coordinator in matters that require strict confidentiality or are delicate in nature.

- Provides a full range of functions in word processing, data entry and management, desktop publishing, website, and social media including reports, presentations, newsletters, flyers, curriculum materials, student schedules, directories and other program teaching materials, interview packets, student orientation packets and brochures for distribution.

- Develops, maintains and monitors the Title IV-E program accounts on a computerized program system and provides monthly financial reports. Complete data entry/uploads to CalSWEC Student Information System (CSIS database) for all participating students. Maintains computerized databases and generates statistical reports and maintains the security of all confidential records and files.

- Develop/maintain monitoring system for CalSWEC student job search requirements and hire status.

- Completes and processes requests for travel, expense claims and requisitions. Orders supplies and equipment. Knowledge of shipping and receiving practices such as UPS, FEDX, USPS.

- Develops, prepares program forms, and informational materials. Distributes Title IV-E Program information to prospective applicants as requested. Manages application and admissions processes.
• Maintains curriculum materials lending library. Develop and maintain website.

• Other duties as needed

INTERPERSONAL CONTACTS:

• Reports to the Project Coordinator
• Provides full range of clerical services to all Project faculties.
• Interacts daily with faculty, staff, and students of the University and the San Jose State Foundation employees

QUALIFICATIONS

Education and Experience:

Minimum high school diploma or equivalent, along with five years’ general office and clerical experience involving record keeping and data entry. Bachelor’s degree preferred.

Knowledge, Skills, and Abilities Required:

Successful experience in a clerical/administrative support position including

- Ability to communicate effectively in writing, in person, and by telephone;
- Knowledge of computers and computer programs including MS Office Suite (i.e., Word, Excel, PowerPoint, Access, etc.), Adobe Suite, PeopleSoft, Filemaker Pro, Google Drive, Docs, and Forms;
- Abilities to update and maintain websites;
- Technological abilities to host and support internet conferencing (i.e., WebEx and GoToMeeting) and multimedia;
- Use and maintenance of social media sites;
- Ability to develop, organize, and maintain various office systems;
- Knowledge and experience with filing, record keeping, purchasing, and time keeping practices;
- Ability to monitor and reconcile financial records;
- Ability to work independently at times, use problem-solving skills, be creative, and be a team player;
- Ability to work with staff, faculty, and students in a culturally-diverse environment;
- Knowledge and experience in use of current electronic devices and office equipment.

Environmental Conditions:

Typical office environment and equipment. Requirements may include the need to sit or work at a computer terminal for long periods of time on projects. May be required to walk/travel to offices and buildings on and off the main campus.

Complexity of Duties

- Works on a variety of tasks requiring planning, organization, and problem solving
- Requires the ability to function independently on a professional level.

Supervisory Responsibilities:

None
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 may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

San Jose State University Research Foundation
Attn: HR/Job Code Title IV-E Admin
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
The San Jose State University Research Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/co/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.