



## Associated Students, San Jose State University Job Description

**Position Title:** GIS Data Technician  
**Position Department:** Transportation Solutions  
**FLSA Status:** Non-Exempt  
**Full/Part-Time:** Part-Time  
**Compensation:** \$16.45 per hour  
**Reports To:** Commute Coordinator

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### Associated Students Summary

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

### Position Summary

The GIS Technician operates the department's Geographic Information System (GIS) and maintains the TS Geodatabase. The GIS technicians is also responsible for managing TS transit and bicycle database systems. Performs various analyses, generates distribution lists, and reports that support TS marketing and outreach strategies. Conducts research on TDM policies, grant opportunities, and program development, and makes recommendations to Management. Assists with customer service and outreach activities as needed.

### Essential Functions

- Uses ArcGIS, MS Excel, and MS Access to perform various analyses such as network analysis of transit station accessibility, average travel distance to SJSU, bicycle and pedestrian service areas, proximity of students to Priority Development Areas and Highly Impacted Communities, and additional GIS research as requested by TS manager.
- Assists in maintaining databases and generating reports on utilization for transportation programs and services such as the University transit pass, bicycle enclosures' access, and regional transit discount passes.
- Assists with preparing email lists for promotion of alternative transportation modes, and the annual survey.
- Updates bike enclosure cages as needed.
- Performs various data analyses that drive TS marketing initiatives and makes recommendations for improvements.
- Conducts research, performs analysis, and synthesizes reports for marketing, grants, surveys, and TDM program decisions.
- Performs outreach activities and actively engages with students and employees at tabling events and resource fairs.

- Assists with data entry for purchased discounted transit passes and bike enclosure key forms on a need basis.
- Maintains clean and well-organized office space.
- Welcomes visitors, answers phones, and responds to customer inquiries.

### **Knowledge, Skills, and Abilities**

- Excellent oral and written communication skills.
- Possess strong problem solving and critical thinking skills.
- Maintain professionalism and positive attitude at all times while working and interacting with students, faculty and staff.
- Ability to work independently with little supervision and maintain confidentiality and respect for work and the work environment.
- Strong analytical skills and technical skills for data analysis.
- Ability to work with large sets of complex data.

### **Work Environment, Hours and Physical Demands**

- This job operates in an office environment and routinely uses standard office equipment.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office products or supplies, up to 40 pounds.

### **Other Duties**

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

### **Required or Preferred Education and Experience**

- Must be enrolled as a matriculated SJSU student.
- Minimum of one semester in a GIS course or equivalent work experience.
- Familiarity with urban transportation concepts, theories, and practices.
- Knowledge of local and regional transit systems and providers.
- Demonstrated knowledge of MS Access, Excel, and Word, and ArcGIS Pro.
- Knowledge of SQL and Visual Basic for Applications, is a plus
- Experience using Module Builder, is a plus

### **Notes to Applicants**

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

### **Equal Employment Statement**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or

local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

**Applications**

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

**Deadline**

The position will remain open until filled.

Click [here](#) to apply!