

San José State University Research Foundation

Position: Research Communications Student Assistant

DEPARTMENT:	Office of Sponsored Programs
IMMEDIATE SUPERVISOR:	Senior Manager, Research Communications
POSTING DATE:	October 22, 2020
CLOSING DATE:	Open Until Filled
SALARY:	\$15.45 per Hour
EXEMPT STATUS:	Non-Exempt – Part-Time, Non-Benefited

GENERAL NATURE OF POSITION

The San José State University 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. Fully committed to delivering best in class services, OSP serves as the central coordination point for all grants and contracts, and partners with principal investigators (PIs) to ensure compliance with federal, state, and institutional policies.

One of five OSP teams, the Research Communications team manages an array of grant-related resources, and is responsible for identifying and disseminating information to the university community about funding sources, grant search tools, and other research related trends and updates. As a member of the OSP team, this position plays a key role in supporting faculty in their search to fund their research efforts, provides assistance with event planning, and provides administrative support for Research Communications and other OSP teams where needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Extract funding information from sponsoring agency solicitations, enter the information into the Funding Alert database, and disseminate the material to the faculty in a timely fashion. Accurately match keywords with funding opportunities to ensure that faculty receive information tailored to their areas of interest. Search publications, commercial databases, and the Internet for funding resources in response to special requests from faculty for funding information. Monitor and maintain OSP/Research Communications subscriptions to list-servs and publications and assigned.
 2. Assist with updating OSP web pages.
 3. Assist with proofreading, and with the coordination of OSP communications.
 4. Assist with the OSP workshops, webinars, and other special events.
 5. Perform department clerical functions such as filing, copying, etc.as needed.
 6. Assist with the creation and management of OSP tracking databases or spreadsheets.
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INTERPERSONAL CONTACTS

1. Reports to the Research Communications manager.
 2. Works and interacts with department staff and managers, other Research Foundation co-workers and university faculty.
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QUALIFICATIONS

1. Education and Experience

- Associate degree or equivalent required. Bachelor's degree preferred.
- Minimum three years of general office experience, including typing, word processing, filing, database maintenance, email, and phone communication skills.
- One year experience in website maintenance desired.

2. Knowledge, Skills, Abilities Required

- Working knowledge of current computer and office automation equipment.
- Proficient in Internet research, MS Office (Word, Excel, PowerPoint), Adobe Acrobat, Photoshop, or other applicable software packages.
- Familiarity with Techsmith Camtasia a plus.
- Working knowledge of HTML and web page creation and/or maintenance a plus.
- Ability to type at least 45 WPM.
- Attention to details.
- Excellent writing skills; grammar, spelling and punctuation.
- Demonstrated ability to extract and compose an article from original text.
- Ability to use initiative and sound independent judgment within established guidelines.
- Ability to organize work, set priorities and meet critical deadlines with little supervision.
- Ability to work effectively and maintain cooperative working relationships with others.
- Current California driver's license.

3. Physical Requirement

- Must be able to operate a PC including mouse and keyboard.
- Must be able to operate general office equipment.
- Must be able to sit and stand for extended periods of time.
- Visual acuity associated with concentrated computer use.

4. Complexity of Duties

- 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.

This position description intends to describe the general nature and level of work to be performed by the individual 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 an [employment application](#) for employment, as well as a resume and a cover letter. The applicant may do this via email or by regular mail. **The formal employment application is located on the Research Foundation website on the [Forms page](#).**

Please address your formal application, your resume and your letter of interest directly to:

San José State University Research Foundation
Attn: HR/Job Code: RC Std Asst
210 North 4th Street
San José, CA 95112
E-mail: Foundation-jobs@sjsu.edu

REASONABLE ACCOMMODATION

The San José 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 8:00 a.m. to 5:00 p.m. (PST), Monday through Friday, excluding holidays, to get assistance.

Research Foundation employment is separate and distinct from San José State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San José State University Research Foundation (SJSURF) is a non-profit auxiliary of San José 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 JOSÉ 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.