Position: Research Coordinator

DEPARTMENT: The McNair Scholars Program

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: July 13, 2020

CLOSING DATE: Open Until Filled

SALARY: $22.00-$27.00, DOQ/E

STATUS: Non-Exempt, Part Time, Benefited, Position is contingent on receipt of grant and is renewable each year, dependent on funding.

GENERAL NATURE OF POSITION
The McNair research coordinator is responsible for recruitment, selection, and preparation of outstanding scholars for advancement to doctoral programs of choice. The research coordinator is directly responsible for assessing the academic needs of scholars and designing educational action plans in support of their long-range academic goals. The research coordinator identifies and trains faculty mentors to carry out programs of undergraduate research in conjunction with scholars and designs a series of colloquia to prepare scholars for application and admission to doctoral programs.

ESSENTIAL DUTIES & RESPONSIBILITIES
1) Uses a variety of methods to inform the university community of opportunities available for selected undergraduates through the McNair Scholars Program.

2) Organizes and participates on selection committee to screen applications and select qualified candidates for the program and assesses scholars’ educational needs, maintains baseline data, and develops individualized educational action plans to prepare for research internships and application to graduate school.

3) Identifies available pool of faculty mentors and provides orientation and training to prepare mentors and scholars for the summer research experience. Assists faculty mentors and summer scholars in developing research proposals and supervises the activities of both throughout the summer session.

4) Designs and implements a series of summer and academic year colloquia on topics related to research and the graduate school experience and co-teaches this course with director. Prepares students to present scholarly work at conferences.

5) Assists scholars in the graduate school application process by orienting them to processes and procedures. Maintains liaison activities with university and departmental offices to provide effective referral and follow-up for scholars. Maintains extensive listing of online graduate resources and fellowship opportunities.
6) Coordinates with Peer Connections, writing development staff, and GRE training consultant to monitor scholars’ attendance and progress in utilizing support services. Works with writing specialist(s) to track, document, and facilitate the completion of scholars’ academic goals and program-related responsibilities.

7) Prepares and maintains documentation of all activities and services provided to scholar and supervises the preparation and publication of the Annual McNair Research Journal and bi-yearly newsletters.

8) Assumes component and program-wide responsibilities as assigned and assists director with program objectives and budget.

9) Performs other duties, as assigned

INTERPERSONAL CONTACTS
- Reports to program director.
- Interacts regularly with faculty, department chairs, and students.

SUPERVISORY RESPONSIBILITIES
Supervises student assistant and clerical assistants when assigned to assist them.

QUALIFICATIONS
1) Education and Experience
   - Master’s degree in related field required.
   - Experience in TRIO programs is preferred.
   - Experience advising students about the graduate school application process and GRE entrance exams.
   - Experience working with first-generation, low-income and/or ethnic minority students.
   - Experience in university level teaching.

2) Knowledge, Skills and Abilities required
   - Excellent written and oral communication skills; solid presentation skills.
   - Demonstrated initiative in planning, organizing, and coordinating implementation of multiple activities.
   - Ability to establish and maintain effective and productive working relationships with university faculty, staff, and administrators, as well as industry and community representatives.
   - Ability to mentor and accurately assess scholars’ academic/personal needs in preparation for graduate study.
   - Excellent computer skills and strong familiarity with internet resources.
   - Knowledge of both quantitative and qualitative research methods and graduate and undergraduate research.
   - Ability to document program services and activities and generate written reports.
   - Evidence of strong leadership, analytical, organizational, and planning skills.
3) **Physical Requirement**
- 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.

4) **Complexity of Duties**
- Works with minimal direction on all assigned projects.
- Exercises independent judgment in developing effective resources and curriculum.
- Works independently in maintaining both electronic and hard copy records on participants.
- Works independently in recruiting and establishing faculty mentor matches.
- Works in conjunction with faculty in designing research projects for participants.

---

**NOTE:** 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.

---

**BENEFITS**

SJSURF provides excellent benefits package to benefited employees. *The comprehensive benefit package includes:*

a) Ten company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).

b) Employer paid dental and vision for both employee and eligible dependents.

c) Life, AD&D, LTD with supplemental coverage opportunities.

d) 13 paid federal and state holidays.

e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.

f) Vacation hours accruals and separate sick hours accumulations.

g) Employee discounts.

h) Paid training and conferences.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

---

**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 via email. The formal employment application is located on the SJSU Research Foundation website on the [Forms page](#). *Due to the COVID-19 health crisis, all candidates must submit their application materials to foundation-jobs@sjsu.edu.*

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

San José State University Research Foundation  
Attn: HR job code: ResCoor  
Email: foundation-jobs@sjsu.edu
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.

**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.

---

**ABOUT THE SJSU RESEARCH FOUNDATION**

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

**SJSURF 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.