Position: Senior Research Associate (Project Manager)

DEPARTMENT: NASA Ames

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: July 16, 2021

CLOSING DATE: Open Until Filled

SALARY: $75,000 – $130,000; negotiable

EXEMPT STATUS: Full-Time, Exempt, Benefited

GENERAL NATURE OF POSITION
Are you passionate about solving complex problems to help users achieve their goals? Would you like to be a part of NASA’s return to the Moon and beyond?

The San José State University Research Foundation (SJSURF) is looking for a senior research associate (project manager) to help NASA get the right information, to the right people, at the right time. SJSURF partners with civil servants from the Human-Computer Interaction (HCI) Group to research, design, build, and manage enterprise web applications for NASA engineers. The team works onsite at NASA Ames Research Center in Mountain View, CA, right in the heart of Silicon Valley.

In this role, you will form cross-functional teams and drive successful research and development projects, while also helping us mature our project management processes, so we’re staying aligned and efficient. We’re looking for a servant leader who guides project teams through planning, execution, monitoring and controlling, and closure of a variety of research and development projects, while also promoting and helping facilitate our development sprint ceremonies.

The HCI Group defines diversity broadly as the entire universe of differences and similarities. We celebrate each team member’s unique experiences and believe that we do our best work in an environment that is transparent and team-focused. Our team values a healthy approach to our work, from accommodating an ergonomic work setup to maintaining a balanced work-life schedule with the ability to work remotely.

ESSENTIAL DUTIES & RESPONSIBILITIES
1. Oversee the planning, execution, and closure of research and development projects of varying complexity.
2. Manage project scope and schedule, coordinating with internal and external stakeholders to align on and document key decisions.

3. Perform scope validation and variance analysis throughout project execution.

4. Partner with designers, developers, quality assurance, and operations teams to identify and manage dependencies, risks and opportunities.

5. Create and update detailed project plans and schedules.

6. Measure and deliver project performance updates.

7. Lead retrospectives and define follow-on action items.

8. Identify learning and efficiency opportunities that improve project and team performance.

9. Coordinate maintenance/operations handoff and related project closure activity.

10. Facilitate development sprint ceremonies, and help clear impediments to achieving goals and objectives.

INTERPERSONAL CONTACTS
- Reports to the project director.
- Interacts with SJSURF staff and civil service staff on a daily basis.

SUPERVISORY RESPONSIBILITIES
None, though may be called upon for advice and direction by others.

QUALIFICATIONS
Education and Experience
- Active Project Management Professional and/or Certified Scrum Master certification, or equivalent experience.
- At least 3 years leading complex research, design and/or software development projects.
- Background working with research, design, and user experience teams.
- History of creating, optimizing, and capturing organizational process assets.
- Proven ability to execute throughout project management lifecycle.

Knowledge, Skills, Abilities Required
- Familiarity with project/task management tools required (e.g., Microsoft Project, Smartsheet, Asana, Trello, etc.).
- Strong technical background, with understanding or hands-on experience in software development and web technologies required.
- Willingness to work in a user-centered, design-driven development model required.
• Understanding of user-centered design process required.
• Ability to understand complex product functionality, design, and technical issues, in order to drive the right priorities, trade-offs, and resolutions required.
• Extremely self-motivated; able to find opportunities for improvement and tackle them with little oversight required.
• Methodical and detail-oriented, with solid analytical and problem-solving skills required.
• Excellent interpersonal communication skills with a positive, collaborative attitude required.
• Familiarity with hybrid Agile/SCRUM methodologies preferred.
• History of influencing organizational improvements and change preferred.
• Capacity and willingness to learn and adopt new methodologies and skills preferred.

Physical Requirements
• Potential domestic travel.
• Located at the NASA Ames Research Center. Therefore, this employee must meet security qualifications for entrance to the Center.
• Candidate will be a U.S. citizen or permanent resident.

Complexity of Duties
• Exercises independent judgment in the management and completion of diverse and complex set of tasks.

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
The San José State University Research Foundation (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 & 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 professional development conferences.

The San José State University Research Foundation (SJSURF) provides excellent benefits package to benefited employees. Please visit Benefits & Compensation page to get more details.

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. The formal employment
application is located on the SJSURF 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: SRA PROJ MGR NASA
E-mail: 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 University Research Foundation (SJSURF) 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.