The San José State University Research Foundation (SJSURF) 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. OSP serves as the central coordination point for all grants and contracts, and works closely with Principal Investigators (PIs) to ensure compliance with federal, state, and institutional policies.

As a member of the OSP team, this position assists the Sponsored Programs department with submitting proposals for external funding including compliance efforts and managing the incoming award documentation, and tasks associated with sponsoring agencies’ regulations.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assist the OSP Proposal Development team with daily pre-award functions, including but not limited to administrative preparations of internal forms, checklists, and routing of proposals for external funding, processing of incoming awards and amendments.
- Obtain signatures on forms and documents using DocuSign.
• Data entry input into, and run reports from the Enterprise Resource Planning (ERP) system and the proposal routing and submission system, Cayuse.
• Prepare emails to faculty and customers using Gmail.
• Prepare templated letters and memos using Microsoft Word.
• Review data and information in budgets for accuracy and completeness.
• Proofread documents for syntax, spelling, punctuation, and content.
• Transfer data from internal forms and documents into sponsor forms and system portals.
• Set up internal working folders on the department server.
• Check and manage three OSP email boxes as needed.
• Assist data tracking using Microsoft Excel spreadsheets.
• File documents on cloud based file storage system, OnBase
• Perform other duties, as assigned.

INTERPERSONAL CONTACTS:
1) Reports to the senior manager of OSP.
2) Interacts with staff San José State University Research Foundation; San José State University and external clients.
3) Works closely with OSP staff.

SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS:

1) Education and Experience
• Two years of college or university is required. Bachelor’s degree preferred.
• Minimum of two years’ experience in a closely related position in contracts and grants administration, as well as Office of Research (OR) office administration is required.
• One year of experience in a university auxiliary environment or similar environment preferred.

2) Knowledge, Skills, Abilities Required
• General knowledge of governmental accounting principles, sponsor reporting requirements and audit policies. OMB circulars and Uniform Guidance knowledge or experience is preferred.
• Thorough knowledge of current computer and office automation equipment and software. Proficient in internet research, MS Office, spreadsheets, and other applicable software packages.
• Excellent oral and written communication skills.
• Demonstrated experience in record keeping.
• Must be well organized, attentive to detail, and able to work independently.
• Must be able to multi-task and plan effectively.

3) 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.
• Able to analyze a variety of complex regulations, apply sound judgement, draw logical conclusions, and find creative solutions to a variety of problems is necessary.
• Able to work well under pressure, without becoming overwhelmed, while meeting schedule and program deadlines.

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

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 an 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.

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. The applicant may do this via email. 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: ADM ASST OSP
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.