Position:  MESA Student Assistant

DEPARTMENT: MESA College Prep Program

IMMEDIATE SUPERVISOR: MESA Director

POSTING DATE: November 15, 2021

CLOSING DATE: Until Filled

SALARY: $16.50 per hour starting (90 day probationary period)

EXEMPT STATUS: Part-Time (50%), Hourly, Mandatory benefits only

GENERAL NATURE OF POSITION

The MESA student assistant will assist and support the staff at the MESA office and at school sites with general office duties and special projects.

The SJSU MESA Center includes the following components: 500 enrolled students in 22 chapters (11 middle schools and 11 high schools) in 5 school districts; a parent leadership component; an industry advisory board, participation in regional collaborative special projects, and a student leadership component.

The SJSU MESA Center presently employs three full-time and three half-time staff members. MESA advisors (teachers) carry out activities at each individual school site assisted by the SJSU Centers.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Support MESA staff at the MESA office (SJSU- Duncan Hall of Science 241).
- Support MESA chapters at the school sites (recruitment, materials delivery, etc.)
- Word processing and data entry.
- Routine correspondence, filing, answering phone.
- Copying, duplicating, printing, faxing and mailing.
- Create documents and fliers for events.
- Run assorted errands on and off campus.
- Help, support, and coordinate special projects (i.e. MESA Day, Senior Recognition Event, etc.).
• Manage and track website information.

• Update and create monthly newsletter.

• Create traffic and use for students, teachers, parents, partners, and community on social media sites.

• Foresee usability and implement creative strategies to drive visibility through website for the program.

• Additional duties as required.

INTERPERSONAL CONTACTS
Reports to the MESA director.

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

QUALIFICATIONS
Education and Experience
• Must be attending San José State University as an undergraduate student & remain in good academic standing.
• Spanish speaker preferred.

Knowledge, Skills, Abilities Required
• Must be accurate, well-organized and attentive to detail.
• Must work well in a team or independently as needed.
• Computer Literate (Microsoft Word/Excel/Access)
• Good interpersonal/communication skills.

Physical Requirements
• Must be able to operate a PC including a mouse and keyboard.
• Must be able to operate office equipment.
• Must be able to use a telephone and/or headset.
• Must be able to carry, lift, push, and pull materials and objects of up to 25 lbs. occasionally.

Complexity of Duties
• Evening and weekend work is required.
• Local traveling is required therefore a valid driver’s license and use of a vehicle is also required.
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.

COVID-19 VACCINATION POLICY
As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee’s job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

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: MESA STD ASST
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.