

San José State University Research Foundation

Position: Project Coordinator

DEPARTMENT: Silicon Valley Small Business Development Center (SVSBDC)

IMMEDIATE SUPERVISOR: SBDC Director

POSTING DATE: January 6, 2022

CLOSING DATE: Until Filled

SALARY: \$70,000 – \$90,000 annually, DOQ/E

EXEMPT STATUS: Exempt, Full-time, Benefited

GENERAL NATURE OF POSITION

The Silicon Valley SBDC is housed at the San José State University Research Foundation. As one of the most transformative universities in the nation, San José State is dedicated to realizing the university's potential as a nationally prominent urban public university. With approximately 36,000 students and nearly 4,300 employees, San José State University (SJSU) is an essential partner in the economic, cultural, and social development of Silicon Valley and California. The SJSU Research Foundation (SJSURF) provides an entrepreneurial management structure to San José State University to carry out specialized projects with a long and successful history of managing externally funded projects on behalf of San José State University. In January 2022, SJSURF will begin hosting a Small Business Development Center (SBDC) serving Santa Clara County as part of the Northern California SBDC Network. The program is funded in part by the U.S. Small Business Administration (SBA) and the State of California's Governor's Office of Business and Economic Development (Go-Biz). The project coordinator position is a newly created, full-time, exempt, 12-month position. The job offers a competitive benefits package including group health, dental, and vision. The schedule is 40 hours per week, Monday through Friday, with varied schedules/occasional weekend and evening hours. While continuation of this position is foreseen for years to come, all Silicon Valley SBDC positions are contingent on continued federal and state funding. This is not a state or federal position.

The project coordinator will be responsible for a variety of tasks and projects central to sound operation of the Center. Reporting to the SBDC director, this position will have primary role for ensuring the SBDC operates according to plan. This involves developing and implementing a client tracking system, managing the metrics and reporting from consultants and client tracking, and assisting the director in budget planning, management, and reporting. This position will work closely with the SBDC director on aspects of management and reporting, special project deployment, event and meeting planning, oversight and development of policies and procedures, etc. The ideal candidate should be self-motivated, resourceful, have strong interpersonal and communication skills, and should be well versed at professional/technical writing and multi-tasking.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Gathers and organizes programmatic information for routine Center reporting through SBDC Regional CRM (Neoserra).
 2. Serves as the lead to assure accurate and properly documented impacts as reported through Regional CRM (Neoserra).
 3. Synthesizes, writes, and edits reports for Center reporting.
 4. Develops, updates and oversees policies and procedures, trains staff and contractors on assorted policies and procedures.
 5. Prepares formal written documents and presentations for the SBDC director.
 6. Assists director with some human resources processes and tasks.
 7. Manages databases of personnel, contractors, and consultants.
 8. Interacts with all levels of management within the SBDC at SJSURF and with NORCAL (Northern California SBDC Network).
 9. Researches and compiles data for statistical, financial, and programmatic reports.
 10. Conducts occasional videoconference and in-person trainings with staff members of the SBDC.
 11. Fills in for absent members of the team when necessary.
 12. Other tasks as assigned.
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INTERPERSONAL CONTACTS

Reports to the SBDC director. Advises as to the work in progress and the work that needs attention.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited university in Business Administration or related field.
- Three years of progressively responsible administrative, event or project coordination/management.
- Prior experience working with entrepreneurs or small business owners.
- Experience working with programs designed to assist small businesses at the federal, state, and local levels, or comparable work at a university, college, government, or not-for-profit entity.
- Experience working with CRM and social media platforms.
- Experience working for a Small Business Development Center program or as an SBDC advisor preferred.
- Prior experience as a successful small business owner preferred.
- Experience managing state or federal grants preferred.

Knowledge, Skills, Abilities Required

- Ability to quickly synthesize and understand data.
- Excellent interpersonal skills.
- Excellent writing and verbal communication skills.
- Detail-oriented with excellent organization and multi-tasking abilities.
- Experience using Microsoft Word, Excel, PowerPoint, Google Docs.

- Strong project management and time management skills.
- Familiarity with business advising and contract workers. Ability to develop strong relationships and work with senior level managers and partners.
- Very effective in written communications—technical, professional, formal, informal.
- Strong verbal communications—one-on-one, phone, videoconferencing, small group presentations.
- Comfortable working in a developmental environment establishing norms for future operations.
- Confidentiality is critical for this role.

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 attend events and meetings to represent the Silicon Valley SBDC.

Complexity of Duties

- Exercise independent judgment in the coordination and completion of a diverse set of concurrent tasks, including leading specific research and/or project coordination efforts.
- Works on projects where analysis of data or solutions requires an evaluation of various factors.
- Works with minimal direction on assigned projects/programs.
- Works on a variety of projects at any given time – multi-task.
- Ability to work both individually as well as in a group/team effort.

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) Nine 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) 14 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 hour accruals and separate sick hour 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.

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: **PROJ COORD SBDC**
E-mail: [Foundation-jobs@sjsu.edu](mailto: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 ACCOMODATION

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.