

San José State University Research Foundation

Position: Research Technician

DEPARTMENT: Moss Landing Marine Labs

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: February 9, 2022

CLOSING DATE: Open Until Filled

SALARY: \$56,000 – \$61,000 per year

EXEMPT STATUS: Hourly, Part-time (50% FTE), Non-exempt, Benefited

GENERAL NATURE OF POSITION

The purpose of this position is to help conduct projects managed by the Fisheries and Conservation Biology Laboratory at Moss Landing Marine Laboratories by taking responsibility for a wide variety of tasks needed to accomplish the program goals and objectives. The person in this position will work with general guidance and report to Dr. Rick Starr.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assist in project coordination
 - a. Help schedule and coordinate partner meetings, track all follow-up issues generated at the meetings for completion.
 - b. Cruise planning, scheduling, and reporting
 - i. Cruise plan development and distribution.
 - ii. Staffing plan development and distribution.
 - iii. Compile and distribute cruise summary report.
 - c. When asked, provide timely, professional response to internal and external communication with partners and participants.
 - d. Help develop research sampling protocols.
 - e. Be responsible for equipment inventory and systems readiness.
2. Work at sea
 - a. Be available full-time to participate in data collection and onboard ship operations.
 - b. Coordinate daily schedule and manning updates with principal investigators (PI) and captains.
 - c. Oversee student participation as directed by the PI.
 - d. Liaise with shore support for safety and supply issues.
 - e. Fill in for PIs during operations as required.
3. Work in laboratory
 - a. Develop work flow process to ensure consistency among student assistants.
 - b. Review and analyze data collected at sea using SeaGIS video software, ArcGIS mapping software, and statistical software.

- c. Be responsible for QA/QC process to ensure quality data.
 4. Work with data analyses
 - a. Develop numerical, statistical, and graphical analyses of collected data.
 - b. Develop tables, graphs, maps, and video clips for analysis.
 5. Assist with project reporting
 - a. Research potential funding sources and programs.
 - b. Draft proposal components.
 - c. Draft sections of reports and journal articles.
 - d. Present data at conferences and meetings.
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INTERPERSONAL CONTACTS

Reports directly to the project director.

SUPERVISORY RESPONSIBILITIES

The research technician has supervisory responsibilities over student research assistants.

QUALIFICATIONS

Education and Experience

- Minimum bachelor's degree.
- Minimum two years of experience in marine science graduate school.

Knowledge, Skills, Abilities Required

- Ability to work independently, while seeking guidance from others in the lab.
- Experience with data analysis and statistics.
- Extensive experience with SeaGIS video software and ArcGIS mapping software.
- Full proficiency with Microsoft Office Suite. Ability to manage data in Microsoft Excel, R, Access, and other database formats.
- Knowledge of California marine fishes and habitats.
- Ability to work independently and as the field team lead.
- Experience working at sea on video surveys and in the field on various research projects.
- Capable of working with video camera systems.

Physical Requirements

- Ability to work outside in inclement weather conditions when necessary.
 - Ability to lift and carry up to 50 pounds of equipment.
 - Capable of working on sea-going research vessels.
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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 & 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: **RES TECH MLML**
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 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

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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.