

San José State University Research Foundation

Position: Student Assistant, MTI

DEPARTMENT: Mineta Transportation Institute

IMMEDIATE SUPERVISOR: Graphic Designer and Public Programs Coordinator

POSTING DATE: June 2, 2022

SALARY: \$22.00-\$24.00 per hour, DOQ/E

EXEMPT STATUS: Non-Exempt, Part-Time (50%), Hourly, 20 hours per week during school semester; may be asked to work up to 40 hours during intercessions, depending on funding availability. Mandatory benefits only.

GENERAL NATURE OF POSITION

At the Mineta Transportation Institute (MTI) at San José State University, our mission is to increase mobility for all by improving the safety, efficiency, accessibility, and convenience of our nation's transportation system. Through research, education, workforce development and technology transfer, we help create a connected world. At MTI, we efficiently connect people, ideas, and results. MTI provides the highest-quality support for surface transportation researchers, planners, managers, educators, and elected officials, all filtered through the lens of our urban academic home in the heart of Silicon Valley, San José State University.

The Mineta Transportation Institute is looking for an energetic, multi-skilled student to assist with graphic design and workforce development activities, including working with K-12 youths and tabling at resource/education fairs (familiarity with public transit is a plus). The ideal candidate will be a team player who is innovative, flexible, trustworthy, and transparent in assisting with the organization's day-to-day design and administration needs. The position is split between graphic design with office tasks and tracking and assisting with workforce development events.

ESSENTIAL DUTIES & RESPONSIBILITIES

- 1) Ensure MTI program activities and grant requirements are implemented successfully.
 - Create print materials and/or design assets for events, programs, and campaigns in alignment with SJSU/MTI brand.
 - Collaborate and assist MTI staff to create and design unique, successful work including social media shareables, research publications, and charts that tell a clear story about MTI research and workforce development efforts.
 - Refine existing digital designs to enhance and optimize engagement.
 - Assist with K-12 workforce development activities and program development (i.e., traveling to schools to deliver activities, chaperone MTI led field trips, engage youths in hands-on-program activities, etc.).
 - Participate in MTI wide meetings and events, as assigned.

- Updating website content upon request with content provided by supervisory team.
- 2) Perform general office duties, as required.
 - 3) Perform other related duties as assigned by supervisor(s).
-

INTERPERSONAL CONTACTS

- 1) Reports to the graphic designer and public programs coordinator.
 - 2) Interacts with faculty, researchers, and staff.
-

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Education and Experience

- Two or more years general office experience required. One or more years of previous experience or familiarity with software applications preferred.
- Must be a student properly enrolled and in good standing at either SJSU or another institution of higher learning; actively pursuing a graduate degree.
- Must maintain a GPA in a manner that conforms to ongoing pursuit of higher education credentials.
- A portfolio of strong and accessible design work including print publications, digital assets, information graphics, and social media shareables.

Knowledge, Skills, Abilities Required

- Ability to work independently, prioritize, organize, problem solve, be creative, and exercise good judgment with minimal supervision.
- Strong organizational skills including attention to detail and ability to multi-task, and ask for help when needed.
- Strong time management skills and ability to prioritize a large volume of tasks.
- Knowledge of computer programs including Microsoft Suite (MS Word styles is a plus), and Google Suite.
- Working knowledge of Adobe Suite (Acrobat; Photoshop; InDesign; Illustrator).
- Working knowledge of Canva.
- Experience with CMS platforms (WordPress, Drupal), email marketing platforms (MailChimp, etc.) desired but not required.
- Ability to communicate effectively in writing, in person, and by telephone.
- Excellent interpersonal skills including experience building and maintaining relationships with diverse network of individuals and organizations.

Complexity of Duties

- Works on a variety of tasks requiring planning, organization, and problem solving.
- Works under general supervision on specific assignments following established policies, procedures, and practices.

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 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.

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. Additionally all employees are required to have booster shots and provide proof to SJSU by 02/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. 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 formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to foundation-jobs@sjsu.edu. Please add SA MTI to the subject line of the email.**

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.