San José State University Research Foundation

**Position:** Administrative Assistant

**DEPARTMENT:** Human Resources/Administration

**IMMEDIATE SUPERVISOR:** HR Generalist and Executive Assistant

**POSTING DATE:** June 17, 2022

**SALARY:** $20.00 per hour

**EXEMPT STATUS:** Hourly, Full-Time, Benefited

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**GENERAL NATURE OF POSITION**

The Research Foundation’s Human Resources department provides a full range of services and support that enable faculty and staff to accomplish their research and public service objectives, while supporting a work environment where diversity and individual and team contributions are respected and valued. Services include competitive employee benefits, employee training and development opportunities, and comprehensive recruiting services.

As a member of the Central Office team, the administrative assistant will provide exceptional customer service to Research Foundation employees, clients, customers, and guests. The administrative assistant will be responsible for performing a variety of clerical services in one or more human resources area, and within the Administration department.

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**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Greets and welcome guests and directs phone calls as appropriate.
2. Provides clerical support to the HR and Administration department.
4. Distributes a variety of correspondences, deliveries, and mail.
5. Responds to requests for information from the general public, students, administrators, and/or other interested parties; answers routine questions; directs visitors to appropriate locations.
6. Monitors, restocks, and orders: office supplies, coffee supplies, and works with executive assistant to address other facility related matters. Calls facilities management for service as needed.
7. Files and maintains personnel records in a confidential and professional manner. Updates HR databases and electronic employee personnel files every pay period.
8. Assist with planning and execution of special events -- such as organization-wide meetings, employee events and parties, and benefits enrollments.
9. Performs other related duties as assigned.

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**INTERPERSONAL CONTACTS**

1. Reports to the HR Generalist and Executive Assistant.
2. Frequently interacts with all levels of both internal and external customers and clients, including the general public.
SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS

Education and Experience
- Must have an associate degree.
- Minimum of 1 year experience in an administrative role.
- Prior experience in human resources role is preferred.

Knowledge, Skills, Abilities Required
- Ability to use initiative and sound independent judgment within established guidelines.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with professionalism and diplomacy.
- Excellent organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite, DocuSign templates, and HRIS Database system.

Physical Requirements
- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Some physical labor might be required, must be able to lift a minimum 30lbs.

Complexity of Duties
- Works under general supervision on specific assignments following established policies, procedures, and practices.
- Exercise independent judgement in the management and completion of a diverse set of tasks.
- Ability to work both independently, as well as in a team effort.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.

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 holidays.
e) Retirement Plan includes employee deferrals and employer contributions, which vests immediately.
f) Vacation hour accruals and separate sick hour accumulations.
g) Employee discounts.
h) Paid training and professional development conferences.
i) Hybrid work schedule.

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 HR AA 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 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, interviewing and hiring 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.