

San José State University Research Foundation

Position: Assistant Program Manager

DEPARTMENT: Department of Justice Studies
College of Social Studies

IMMEDIATE SUPERVISOR: Program Manager and Project Director

POSTING DATE: June 23, 2022

CLOSING DATE: Open Until Filled

SALARY: \$35.00 per hour

EXEMPT STATUS: Non-exempt, Hourly, Part-time (80% FTE), Benefited.

GENERAL NATURE OF POSITION

The Path to Expungement (P2E) mentoring program is part of the Record Clearance Project (RCP) at San José State University. P2E involves a team of mentors, supported by student assistants, and staff that help clients receive needed services and guide them toward eligibility for clearing their records. As a senior member of the RCP team, the assistant program manager will be in charge of all administrative operations of the Record Clearance Project and perform duties, as noted below.

ESSENTIAL DUTIES & RESPONSIBILITIES

- 1) Financial and account management:
 - Assume major responsibility for preparing grant proposals, modifications, and budgeting.
 - Track and arrange payment for RCP program expenses and employee reimbursement.
 - Keep track of budget and advise RCP project director and program manager periodically.
- 2) Supervise key staff and handle personnel-related tasks:
 - Coordinate supervision of Path to Expungement mentoring program with P2E program manager and legal director.
 - Assist in management of other staff, including case manager and student interns.
 - Plan and handle staff meetings.
 - Assure new staff are trained and current staff are updated in their respective areas.
- 3) Supervise case management, record-keeping, data collection, analysis, and reporting:
 - With case manager, assure that client data, case outcomes are entered and recorded.
 - Supervise collection, maintenance, and analysis of approximately 30 types of data entries (demographic, family status, case status).
 - Oversee provision of reports, along with required data, to funder.

- Oversee administration and collection of voluntary, anonymous client evaluations of services (P2E assessments, presentations, and tabulate into cumulative reports.
 - Oversee calendar of key RCP events and presentations.
- 4) Client/community relations:
- Work with jail staff or other agencies to assure presentations are scheduled, materials provided, presenters assigned.
 - Arrange clearances for students and guest motivational speakers to enter jail.
 - Assure prompt, accurate response to client and community inquiries for services.
 - Serve as liaison to reentry community, including attending meetings with other community organizations and county.
 - Schedule and manage special events involving RCP.
- 5) Manage staff:
- Manage staff to maximize efficiency and productivity.
 - Supervise case-handling by P2E internship students, in conjunction with program manager
 - Supervise data entry and reports by case manager, in conjunction with program manager.
 - Manage mentors when program manager is unavailable.
 - With project director and program manager, perform annual reviews.
- 6) Strategic planning:
- Periodic review of evaluations and contribute regarding planning.
- 7) Generally, assist the project director and program manager with program tasks, provides support to P2E staff and volunteers.
- 8) Other duties as assigned.

INTERPERSONAL CONTACTS

Reports to the RCP project director and program manager. Interacts with internal office staff on a daily basis. Also interacts, as appropriate, with SJSU faculty and staff, as well as vendors.

SUPERVISORY RESPONSIBILITIES

Supervision of case manager and P2E internship students.

QUALIFICATIONS

Education and Experience

- Bachelor's degree (or higher) in legal studies, social work, public administration or equivalent is required.
- Minimum of 2 years related experience, preferably with justice-involved individuals is required.
- Minimum of 2 years of experience working in a diverse, multi-cultural setting is required.
- Experience working in self-directed, high-initiative, and low-supervision environments is preferred.

Knowledge, Skills, Abilities Required

- Outstanding organizational and time management skills, including knowledge of database management and reporting.
- Knowledge of issues affecting justice-involved people, including low-income communities and/or communities of color.
- High level of professionalism and attention to detail.
- Ability to maintain confidential and sensitive information.
- Excellent oral, written, and interpersonal communication skills.
- Exceptional initiative and creativity; strong leadership skills.
- Ability to work collaboratively in a team setting with students and community members.
- Valid California driver's license and a good DMV record is required.
- Fully proficient and experienced in Microsoft applications (Word, Excel, and Gmail).
- Able and willing to deliver friendly, courteous, and prompt assistance to team, clients, and public.
- Strong interpersonal skills and multicultural competencies.
- Ability to speak and write in English and one of the following languages: Spanish or Vietnamese is desired.
- Ability to collaborate with people from many academic disciplines, cultures, and nationalities.

Complexity of Duties

- Exercises independent judgment in all project work.
- Works on projects where analysis of data or solutions requires an evaluation of various factors as informed by related experience.
- 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.
- Work is essential to RCP's ability to provide effective client service and meet deadlines.
- Evening and/or weekend work may be required at various times throughout the year.

Physical Requirements

- Typical office environment and equipment, including sitting or working at a computer terminal for long periods of time.
- Operation of basic office equipment including PC and programs is essential.
- Ability to navigate jail facilities preferred.

PLEASE NOTE: This position is considered a “sensitive” assignment by Research Foundation and CSU policy. Consequently, an offer of employment for this position is strictly contingent upon the successful applicant undergoing and successfully completing the Live Scan (fingerprinting) process.

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.
- 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. 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 **ASSI PRO MAN** 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, 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.