

# San José State University Research Foundation

**Position:** Assistant, Sponsored Programs Post- Award

**DEPARTMENT:** Office of Sponsored Programs

**IMMEDIATE SUPERVISOR:** Manager, Post-Award

**POSTING DATE:** June 14, 2022

**SALARY:** \$28.00-\$30.00 per hour, DOQ/E

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

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## GENERAL NATURE OF POSITION

The SJSU Research Foundation Office of Sponsored Programs (OSP) partners with the SJSU Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. OSP serves as the central coordination point for all grants and contracts, and works closely with principal investigators (PIs) to ensure compliance with federal, state, and institutional policies.

As a member of the OSP team, this position assists the Sponsored Programs department with complex compliance efforts and essential tasks associated with sponsoring agencies' regulations. These include, but are not limited to, preparing and distributing time and effort reports for federal agency awards, documenting and tracking financial conflict of interest (FCOI), maintaining cost share requirements, sub-recipient single audit report monitoring, and close out processing.

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## ESSENTIAL DUTIES & RESPONSIBILITIES

- 1) Assists Post-Award analysts with compliance of renewal of conflict of interest statements as required by sponsoring agencies. Maintains, follows up with principal investigators (PIs) for any changes in conflict of interest, and tracks federal agency compliance, such as FCOI and NSF and NIH harassment compliance.
- 2) Maintains, updates records, and tracks costs share contribution requirements by sponsoring agencies; assists in checking the change of records, such as no-cost extensions or supplemental funding.
- 3) Assists Post-Award analysts with processing invoices for vendors and sub-recipients.
- 4) Prepares and monitors time and effort reports pertaining to federally and federal flow down funded awards.
- 5) Assists Post-Award analysts with sub-recipient single audit report monitoring for each fiscal year, and performs the close out on sub-recipients' awards at the end of the project.
- 6) Assists in closing out the sponsored programs accounts, including ensuring that final reports are on file with proper documentation; responsible for final review of closed accounts, and will be the second signer for same.

- 7) Assists Pre-Award specialists and Post-Award analysts with new award transitions. Performs as second reviewer for new account checklist to ensure grant award information is entered correctly in the grant system.
  - 8) Assists in proofreading internal memos to principal investigators.
  - 9) Responsible to run the monthly progress, fiscal and compliance reports due date reminder memos, and assists the Post-Award analysts to obtain the reports in a timely manner.
  - 10) Assists Post-Award analysts with preparing and entering journal entries.
  - 11) Assist the associate director during annual audits or other agencies' audits.
  - 12) Performs other duties as assigned.
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## **INTERPERSONAL CONTACTS**

- 1) Reports to the Post-Award manager.
  - 2) Interacts with staff from San José State University Research Foundation, San José State University, and external clients.
  - 3) Works closely with Sponsored Programs Post-Award analysts.
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## **SUPERVISORY RESPONSIBILITIES**

None.

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## **QUALIFICATIONS**

### **Education and Experience**

- Two (2) years of college or university. Bachelor's degree preferred.
- Minimum of 2-3 years' experience in office administration is preferred.
- One year of experience in a university auxiliary environment or similar environment preferred

### **Knowledge, Skills, Abilities Required**

- General knowledge of governmental accounting principles, sponsor reporting requirements and audit policies. OMB circulars and Uniform Guidance knowledge or experience is preferred.
- Thorough knowledge of current computer and office automation equipment and software. Proficient in internet research, MS Office, spreadsheets, and other applicable software packages.
- Excellent oral and written communication skills.
- Demonstrated experience in record keeping.
- Must be well organized, attentive to detail and able to work independently.
- Must be able to multitask and plan effectively.

### **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.

### **Complexity of Duties**

- Works under general supervision on specific assignments following established policies, procedures, and practices.

- Work is subject to regular checks and review to ensure compliance with procedures.
  - Able to analyze a variety of complex regulations, apply sound judgement, draw logical conclusions, and find creative solutions to a variety of problems is necessary.
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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.

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## **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.

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## **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.

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## **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](mailto:foundation-jobs@sjsu.edu). Please add **AS OSP** 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.

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## 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](mailto: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.

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## 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.