

# San José State University Research Foundation

**Position:** Project Assistant, Legal Services

**DEPARTMENT:** Department of Justice Studies  
College of Social Studies

**IMMEDIATE SUPERVISOR:** Assistant Program Manager and Project Director (RCP)

**POSTING DATE:** June 27, 2022

**CLOSING DATE:** Open Until Filled

**SALARY:** \$23.00-26.00 per hour, DOQ/E

**EXEMPT STATUS:** Hourly, Part-Time (60% FTE), Benefited.

---

## GENERAL NATURE OF POSITION

The Record Clearance Project (RCP) at San José State University engages undergraduate students in learning and using legal skills to clear people's criminal records. The RCP project assistant, legal services assists and supports the case-handling and client intake operations of the RCP.

---

## ESSENTIAL DUTIES & RESPONSIBILITIES

- 1) Assist and support to assistant program manager and project director in a range of legal services program tasks, including:
  - Logistics for presentations, advice clinics and representation regarding expungement law and legal rights to overcome barriers to reentry.
  - Case management, record-keeping, data collection, analysis and reporting, as directed.
  - Contact and respond to clients, as directed.
  - Assisting with preparation of monthly reports regarding services, with required data.
  - Assist students in entering data following client appointments and contact efforts, as needed.
  - Help to track calendaring of key events regarding eligibility for expungement.
- 2) Client/community relations:
  - Assist with logistics for presentations regarding legal rights of justice-involved individuals seeking to move forward with their lives.
  - Assure prompt, accurate response to client and community inquiries for services, as delegated.
  - Represent RCP in community and with other service providers regarding RCP services, as requested.

- 3) Financial and account management:
    - Assist in financial and account management, as requested.
  - 4) Help coordinate teaching support for students in RCP classes.
    - Upon request, assure that workshops are staffed by advanced students, materials prepared, and other logistics handled.
  - 5) Other duties as assigned.
- 

## **INTERPERSONAL CONTACTS**

Clients, community members, students and university personnel, including faculty and administrators; Research Foundation staff.

---

## **SUPERVISORY RESPONSIBILITIES**

Will supervise a student assistant and indirectly a team comprised of twenty to forty Record Clearance Project students, as described above.

---

## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree (or higher) in legal studies or equivalent is preferred.
- Related experience, preferably with justice-involved individuals is preferred.
- Familiarity with all aspects of the Record Clearance Project is required, completion of the program is desired.
- Experience working in a diverse, multi-cultural setting is required.
- Experience working in self-directed, high initiative-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, sensitive information.
- Excellent oral, written and interpersonal communication 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 G-mail).
- Able and willing to deliver friendly, courteous, 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

- Works on projects where analysis of data or solutions requires an evaluation of various factors.
- 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 has high impact on RCP's ability to provide effective client service and ability to 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](mailto:foundation-jobs@sjsu.edu). Please add **PRO AS** 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](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.

---

## 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.