San José State University Research Foundation

Position: Research Administrative Coordinator

DEPARTMENT:	Meteorology Department
IMMEDIATE SUPERVISOR:	Project Director
POSTING DATE:	June 30, 2022
SALARY:	$28.00 - $32.00 per hour
EXEMPT STATUS:	Hourly, Part-Time (50%FTE), Benefited

GENERAL NATURE OF POSITION

The Wildfire Interdisciplinary Research Center is a NSF Sponsored Industry-University Cooperative Research Center (IUCRC) focused on innovative interdisciplinary research and solutions in wildfire sciences. The research administrative coordinator will be responsible for providing operational and program management support for the Wildfire Interdisciplinary Research Center.

ESSENTIAL DUTIES & RESPONSIBILITIES

1) **Research Program Management:** Monitoring the various research projects and their progress; facilitating collaboration between researchers within the Center and the Center's member organizations; coordinating reporting to the Industry Advisory Board (IAB), NSF and other funding agencies; facilitate the development of a research roadmap for the Center; developing and publishing Calls for Proposals in advance of the semi-annual IAB meetings.
2) **Communications Management**: Work with Center and IAB leadership to develop branding strategies, vision and mission statements, and center charter; represent the Center at publicity events; implement and maintain a web-based information portal for the Center as a resource for all Center stakeholders; create brochures and newsletters for outreach to stakeholders.
3) **Industry Engagement and Management**: Maintain open communications with Center members; recruit new member organizations; maintain membership records; collect and report member satisfaction data, and work with Center leadership to strengthen member satisfaction and retention.
4) **Researcher Engagement and Management**: Develop and maintain a catalog of research specialties and interested researchers within the Center, assist in building multi-institutional research teams, develop and implement processes for tracking student researchers after graduation.
5) **External Research Engagement:** Serve as a liaison to other research centers to develop larger-scale research partnerships; identify and recruit new partner institutions domestically and internationally.
6) **Meeting Planning:** Work with Center staff to coordinate semi-annual IAB meetings, facilitate regular Center meetings, facilitate informal IAB and other research meetings as needed.

7) **Administration:** Oversee Center budget, maintain Center documents; develop processes for adding new research sites, develop Center growth roadmap and monitor progress towards goals.

INTERPERSONAL CONTACTS

The research administrative coordinator is part of the Wildfire Interdisciplinary Research Center (WIRC) at SJSU and the candidate will interact regularly with other WIRC scientists and collaborators.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Education and Experience

- Bachelor's degree is required, preferably in science or a related field.
- 3 years of experience in project administration or other coordination.

Knowledge, Skills, Abilities Required

- Computer literacy, familiarity with basic graphics programs, Excel and Google apps is required; ability to edit webpages and update content.
- Efficient at coordinating various clerical tasks, performing standard office procedures, adhering to deadlines, and adjusting priorities.
- Excellent interpersonal, oral, and written communication skills.
- Ability to professionally represent the Center when interacting with SJSU staff, faculty, students, and external constituents and clients.

Complexity of Duties

- Work location is flexible and may be conducted in part remotely.

Physical Requirements

- Ability to connect to the internet and interact with others via email, text, telephone and Zoom if remote work is preferred.
- Frequent and ongoing use of a computer terminal to conduct a variety of the more advanced clerical functions and communications.
- Periodic, regular, and/or occasional contact with employees of the Research Foundation at all levels, San José State University faculty and staff, and/or vendors, with the ability to discuss and appropriately respond to inquiries and requests.
- Work with time constraints and under pressure.
- Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a video display terminal on a regular basis.
- Ability to listen to verbal requests from clients and vendors, and to respond appropriately.
- Ability to plan and organize workshops and meetings and be physically present during events.

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) 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 AD COO 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.