San Jose State University Research Foundation

Position: Administrative Assistant

DEPARTMENT: ASPIRE/ McNair Programs

IMMEDIATE SUPERVISOR: Director, ASPIRE & McNair Scholars Program

POSTING DATE: July 29, 2022

CLOSING DATE: Open Until Filled

SALARY: $70,000-$78,000 Annually Negotiable, DOQ/E

EXEMPT STATUS: Exempt, Full-Time, Benefited. Position is contingent on receipt of grant(s) and is renewable each year dependent on funding.

GENERAL NATURE OF POSITION
The administrative assistant delivers support services to selected San José State University students. Responsible for record keeping, database and budget management, and other administrative support duties as needed. Additionally, this person will report directly to the ASPIRE/McNair Scholars program director.

ESSENTIAL DUTIES & RESPONSIBILITIES
1. Establishes and maintains a complex computerized system of files and records involving participant eligibility, demographic data, results of outcome objectives, and project contracts. Prepares written and statistical reports on student progress and outcomes as requested by program director.
2. Maintain expenditure records by specific budget category. Creates and maintains computerized spreadsheets for budget monitoring and control. Reviews and verifies all computer printouts on program budget status prepared by the SJSU Research Foundation Accounting office.
3. Prepares quarterly budget reports and projected budget reports for program director to monitor spending and the effective use of funds.
4. Assists the director in managing the program budgets and ensuring compliance with TRIO legislation and regulations as stated by the Department of Education.
5. Assists the director to ensure compliance in accordance with the grant contract with the U.S. Department of Education and SJSU Research Foundation policies and procedures.
6. Onboarding student staff.
7. Clerical duties as assigned.
8. Coordinates office workflow and maintenance of files and records between ASPIRE and the McNair Scholars programs.
9. Advises director of any problem areas in handling office workflow, questions about program priority and suggestions for improving the efficient operation of the program office.
10. Arrange and coordinate travel and travel reimbursement for staff and participants of ASPIRE and McNair programs.
INTERPERSONAL CONTACTS
Reports to ASPIRE/McNair director.

SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS

Education and Experience
• Requires a minimum of an associate degree or equivalent. Bachelor of Arts or Science preferred.
• Minimum of 1-2 years related experience.
• Preferably with an accounting background.

Knowledge, Skills, and Abilities required
• Excellent written and verbal communication skills.
• Ability to work independently in a culturally diverse setting.
• PC experience including working knowledge of word processing, excel and proficient in interpreting database reporting and database management, bookkeeping and accounting.
• Knowledge of office methods and procedures, particularly the handling of confidential student and personnel records.
• Ability to maintain an efficient front operation with strong service orientation to students.

Physical Requirements
• Works in standard office environment with desk, telephone, computer, bookshelves and file cabinets provided. Office maintains copier and fax machine.

Complexity of Duties
• Works with minimal direction on all assigned projects.
• Exercises independent judgment in developing effective and productive office workflow.
• Works independently in maintaining both electronic and hard copy records on participants.

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 federal & state holidays.
e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
Vacation hour accruals and separate sick hour accumulations.
Employee discounts.

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 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 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, 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.