

San José State University Research Foundation

Position: Administrative Assistant, Title IV-E

DEPARTMENT:	Title IV-E Child Welfare Training & Stipend Project
IMMEDIATE SUPERVISOR:	Title IV-E Program Coordinator
POSTING DATE:	November 14, 2022
CLOSING DATE:	Until Filled
SALARY:	\$23.00-\$26.00 per hour DOQ/E
EXEMPT STATUS:	Hourly, Full-Time, Benefited. Continuation of the position depends upon availability of federal funding/grant and annual renewal of the IV-E contract with California Social Work Education Center (CalSWEC).

GENERAL NATURE OF POSITION:

The Title IV-E Child Welfare program at SJSU provides a stipend to eligible Master of Social Work (MSW) students who agree to work full time after graduation in county public child welfare services for a specified period of time. Under the general direction of the project coordinator, the administrative assistant provides a full range of secretarial and clerical services to the staff of the Title IV-E Child Welfare Training Project.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Performs administrative clerical support duties for the IV-E Project, involving contact with students, staff, faculty, and social services agencies. Communicates with students and project coordinator in matters that require strict confidentiality or are delicate in nature.
- Provides a full range of functions in word processing, including reports, curriculum materials, student schedules, directories, selection committee interview packets, student recruitment and orientation informational packets, brochures for distribution and other program materials.
- Develops, maintains, and monitors the Title IV-E program accounts on a computerized program system, and provides monthly financial reports. Completes data entry/updates of CalSWEC Student Information System (CSIS Database) for all participating IV-E students. Maintains and monitors CalSWEC quarterly reports, tracking students job search and hiring. Maintains curriculum materials and lending library.
- Completes and processes requisitions of all full-time students' stipends and part-time educational expense accounts for tuition, books, and travel, as well as claim requisitions for faculty and staff. Orders supplies and equipment. Knowledge of shipping and receiving practices such as UPS, FedEx, USPS.

- Supports the School of Social Work's administrative and clerical needs that are connected and are in collaboration with the IV-E program. Promotes the IV-E Program needs and functions in the context of the School of Social Work as a member of the administrative staff team.
 - Prepares program forms and informational materials. Monitors IV-E online applications. Assists in planning events, reserving venues, ordering food for seminars and workshops. Maintains students' files and the security of all confidential records and files.
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INTERPERSONAL CONTACTS:

- 1) Reports to the project coordinator.
 - 2) Interacts daily with staff, students, and faculty of SJSU as well as San José State Research Foundation employees, and with CalSWEC Salesforce staff as needed.
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SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Education and Experience

- Bachelor's degree preferred or high school diploma with five years general office and clerical experience involving record keeping and data entry.

Knowledge, Skills, Abilities required

- Ability to communicate effectively in writing, in person and by telephone.
- Knowledge of computers and computer programs including MS Word, Excel, PeopleSoft, Access, Filemaker Pro, and the ability to type 45 WPM.
- Ability to develop, organize, and maintain various office systems.
- Knowledge and experience with filing, record keeping, purchasing, and time keeping practices.
- Ability to monitor, budget, and reconcile financial records.
- Ability to work independently at times, use problem-solving skills, be creative, and be a team player.
- Ability to work with staff, faculty, and students in a culturally diverse environment.
- Knowledge and experience in use of photocopy machines, fax machines, calculator, and other office equipment.

Environmental Conditions

- Typical office environment and equipment.
- Requirements may include the need to sit or work at a computer terminal for long periods of time.
- May be required to walk/travel across campus to other offices or buildings on and off the main campus.

Complexity of Duties

- Works on a variety of tasks requiring planning, organization and problem solving.
- Requires the ability to function independently on a professional level.

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.
- 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 **ADM AS IVE 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.