

San José State University Research Foundation

Position: Custom Programs Specialist

DEPARTMENT: International Gateways

IMMEDIATE SUPERVISOR: Director, International Gateways

POSTING DATE: 11/21/2022

CLOSING DATE: Until Filled

SALARY: \$65,000-\$72,000 annually, DOQ/E

EXEMPT STATUS: Exempt, Full-Time, Benefited

GENERAL NATURE OF POSITION:

International Gateways offers high-quality English language programs, cultural experiences, and support services to international students, professionals, and visitors at San José State University who want to develop communication skills and strategies for success in a global community.

The custom programs specialist, reporting to the director of International Gateways, is responsible for the development, management, and marketing of all special programs. Custom programs for cohort groups and university partners are an important growing segment for International Gateways. The specialist, in collaboration with the director, develops a strategic and operational plan for growth.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Serves as the main point of contact for all custom programs and is responsible for the development of new and existing programs.
2. Creates proposals and agreements following San José State University Research Foundation (SJSURF) and College of Professional and Global Education (CPGE) guidelines.
3. In conjunction with the director, manages program budgets that meet International Gateways' revenue and expense requirements.
4. Develops and maintains curriculum, materials, assessment, and program activities for the assigned programs consistent with International Gateway's goals and quality standards.
5. Submits administrative forms such as syllabi, course evaluations, grades, and program finances to International Gateways director in a timely manner.
6. Schedules instructional staff from International Gateways, SJSU, and local companies to implement all program activities in coordination with the director.

7. Coordinates staff for program-related activities such as airport transfers, orientation, welcome and farewell events, and placement if necessary.
8. Maintains database entries of student admission and registration information in conjunction with the IG Admissions manager.
9. Creates custom partner invoices for submission to SJSURF and coordinates payments for program-related expenses.
10. Develops marketing materials, including web pages, PowerPoint presentations, and social media for custom programs in conjunction with the CPGE Marketing team.
11. Interacts with campus and community entities, such as housing, catering, transportation companies, and facility providers.
12. Teaches International Gateways ATP courses as necessary.
13. Other duties as assigned by International Gateways administration.

INTERPERSONAL CONTACTS

A core component of this position is the establishment of effective working relationships with all campus and community entities, including:

- International students
- University partner, staff, and faculty
- Industry experts and vendors for programming
- SJSU and International Gateways staff, faculty, student employees

SUPERVISORY RESPONSIBILITIES

May oversee and direct student workers and activity volunteers.

QUALIFICATIONS

Education and Experience

- MA TESOL (or MA in a related field with ESL/EFL teaching experience).
- Administrative experience in the management and development of educational programs.
- Minimum of three years of successful teaching experience in an academic Intensive English Program (IEP), teaching a variety of skill areas at various levels.
- Overseas teaching experience preferred.

Knowledge, Skills, and Abilities Required

- Strong intercultural communication competence and adaptability to ongoing change.
- Demonstrated ability to work effectively as a part of a team.
- Demonstrated success in establishing partnerships and in negotiations with partners.
- Ability to provide prompt, accurate, and thoughtful responses to all inquiries.
- Availability to work flexible hours, including evenings and weekends.
- Eligible to serve as a Designated School Official in SEVIS.

Complexity of Duties

- Performs duties under minimal direct supervision of the director.

Physical Requirements

- Busy, crowded office environment. Must be able to sit for extended periods, stand for extended periods, and travel to different areas across the campus.

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 an excellent benefits package to benefited employees. **The comprehensive benefits 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 employees 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.

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 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 **CU PRO SP** 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.