

# San José State University Research Foundation

**Position:** Program Manager

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

**IMMEDIATE SUPERVISOR:** Project Director

**POSTING DATE:** November 28, 2022

**CLOSING DATE:** Open Until Filled

**SALARY:** \$83,200.00 annual salary

**EXEMPT STATUS:** Exempt, Full-Time, Benefited.

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## GENERAL NATURE OF POSITION

The Record Clearance Project (RCP) at San José State University (SJSU) assists current and future RCP clients in navigating the expungement process. The Path to Expungement (P2E) mentoring program is part of the Record Clearance Project (RCP) at San José State University.

The Record Clearance Project (RCP) Path to Expungement (P2E) Program Manager will help to implement the P2E program. The P2E team of mentors, supported by student assistants and staff, help clients receive needed services and guide them toward eligibility for clearing their records. Duties start while clients are in custody and continue upon release as the P2E team helps clients move forward with their lives.

The P2E Program Manager will perform duties, as noted below.

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## ESSENTIAL DUTIES & RESPONSIBILITIES

- 1) Case Management:
  - Oversee supervision of case management for up to 200 justice-involved individuals a year.
- 2) Client/Community Relations:
  - Provide supervision of community presentations and events regarding the P2E program and services.
  - Represent RCP/P2E program in the community, along with other agencies and government regarding services provided, results achieved, and structural problems clients encounter.
- 3) Train and supervise mentoring staff as they work with clients moving from custody post-release.

- 4) Policy:
    - Identify barriers encountered by P2E clients, and in conjunction with RCP policy coordinator, work to increase the likelihood of success for P2E clients in moving forward with their lives.
  - 5) File Management:
    - Assure that client work is documented and recorded to meet legal, professional, and ethical standards.
  - 6) Responsible for overseeing data collection and issuing timely reports to funders regarding program services.
  - 7) Performs other duties as assigned to assist the RCP director.
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## INTERPERSONAL CONTACTS

1. Reports to the project director.
  2. Frequently works and interacts with clients, community, students, SJSU faculty, and staff.
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## SUPERVISORY RESPONSIBILITIES

Will provide leadership and direction to the administrative coordinator and lead mentor. Supervises 8 staff and 10 internship students. The program will have a caseload of up to 400 clients/year. Supervises approximately 200 clients participating in cognitive behavioral therapy classes/year.

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## QUALIFICATIONS

### Education and Experience

- Masters in Social Work (MSW) or related degree or equivalent experience is preferred.
- Minimum of 2 years' experience working with justice-involved individuals and in a diverse, multi-cultural setting is required.
- Experience in program or project management and supervision is preferred.

### Knowledge, Skills, Abilities Required

- Knowledge and understanding of the expungement process and familiarity with the RCP is required.
- Ability to oversee management of a large caseload handled by multiple staff.
- Exceptional initiative and creativity; strong leadership skills in problem-solving approach to assisting justice-involved people in solving problems and creating new futures.
- Knowledge of issues affecting low-income communities and/or communities of color.
- Strong interpersonal skills and multicultural competencies.
- Ability to collaborate with people from many academic disciplines.
- Ability to maintain confidential, sensitive information.
- Excellent oral, written, and interpersonal communication skills, as well as comfort in public speaking.
- Ability to work collaboratively in a team setting with students, people with convictions, and community members.
- Ability to work in a self-directed, high initiative-low supervision environment.
- Ability to speak and write in English and one of the following languages: Spanish or Vietnamese is desired.

- Proficient and experienced in Microsoft applications (Word, Excel, and Gmail), database record-keeping, and related computer skills.
- High level of professionalism and attention to detail. Impeccable follow-through is a must.

### Complexity of Duties

- Exercises independent judgment in developing methods and evaluating criteria for achieving results.
- Works on projects where analysis of data or solutions requires an evaluation of various factors.
- Work has a high impact on the department's ability to provide effective services and ability to meet deadlines.
- Works with minimal direction on a variety of projects at any given time.
- Works both independently or in a group/team effort.
- Various evening and weekend work required throughout the year.

### Physical Requirements

- Typical office environment and equipment.
- Must be able to sit or work at a computer terminal to enter file notes for an extended period of time.
- Must be able to operate a PC including mouse and keyboard and general office equipment.
- Must meet security qualifications for clearance and admittance to local jails.
- Must be able to operate a PC including mouse and keyboard.
- Visual acuity associated with concentrated computer use.
- Valid California driver's license and a good DMV record are required.

**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.**

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**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.

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### 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 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.

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## 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.

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## 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 MAN** 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 the continued employment of current SJSURF employees who apply for the position.

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## 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](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.

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## 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.