

San José State University Research Foundation

Position: Summer Intern, MTI

DEPARTMENT: Mineta Transportation Institute

IMMEDIATE SUPERVISOR: Public Programs Coordinator

POSTING DATE: February 16, 2023

CLOSING DATE: April 7, 2023

SALARY: \$21.00-\$23.00 per hour, DOQ/E

EXEMPT STATUS: Non-Exempt, Hourly, Part-Time (50%), 20 hours per week during the school semester; may be asked to work up to 40 hours during the summer. Mandatory benefits only.

GENERAL NATURE OF POSITION

At the Mineta Transportation Institute (MTI) at San José State University, our mission is to increase mobility for all by improving the safety, efficiency, accessibility, and convenience of our nation's transportation system. Through research, education, workforce development, and technology transfer, we efficiently connect people, ideas, and results. MTI provides the highest-quality support for surface transportation researchers, planners, managers, educators, and elected officials, all filtered through the lens of our urban academic home in the heart of Silicon Valley, San José State University.

The Mineta Transportation Institute is looking for an energetic, multi-skilled graduate, or upper-level undergraduate student to assist with public programs and workforce development activities, including hosting webinars, assisting at organizational events, and working with K-12 youth (familiarity with public transit is a plus). The ideal candidate will be a team player who is innovative, flexible, trustworthy, and transparent in assisting with the organization's day-to-day programming and administration needs. The position is split between office tasks and assisting with workforce development events.

Location: MTI office is located at the San José State University Research Foundation (SJSURF) — 210 N 4th Street, 4th Floor, San José, CA 95112. Some programs and events require in-person days at the SJSURF and surrounding Bay Area locations. The successful candidate must be able to travel to the office up to twice a week, and almost every day for one week in June and three weeks in July.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Ensure MTI program activities and grant requirements are implemented successfully.
 - a. Assist with the MTI Annual Banquet and Convocation Celebration (i.e., organize RSVP list and name tags, coordinate and transport event supplies, assist with set up and tear

down, manage check-in table, etc.). This is an annual in-person event at San José State University Student Union ballroom, on Saturday, June 24, 2023. The successful candidate will be expected to work at the MTI office the week of the event.

- b. Assist with the Mineta Summer Transportation Institute program development and activities (i.e., assist in coordinating field-trip logistics, chaperone field trips, engage youth in hands-on-program activities, etc.). This is a 3-week non-residential program for high school students on the San José State University campus. The successful candidate is expected to attend all of the sessions.
 - c. Collaborate and assist MTI staff to document program activities for social media shareables, future outreach and recruitment collaterals, and monthly newsletter.
 - d. Participate in MTI wide meetings and events, as assigned.
 - e. Updating website content upon request with content provided by the supervisory team.
2. Perform general office duties, as required.
 3. Perform other related duties as assigned by supervisor(s).

INTERPERSONAL CONTACTS

- 1) Reports to the public programs coordinator.
- 2) Interacts with faculty, researchers, and staff.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Education and Experience

- Must be above 18 years of age.
- Two or more years of general office experience preferred. Experience working with youth is desired, but not required.
- Must be a student properly enrolled and in good standing at either SJSU or another institution of higher learning; actively pursuing an undergraduate (sophomore through senior) or graduate degree.
- Interested in the inner workings of nonprofits and/or educational institutions.
- Must possess and maintain a current, valid Driver License with a good driving record.

Knowledge, Skills, and Abilities Required

- Ability to work independently, prioritize, organize, problem solve, be creative, and exercise good judgment with minimal supervision.
- Strong organizational skills including attention to detail and the ability to multi-task and ask for help when needed.
- Strong time management skills and ability to prioritize a large volume of tasks.
- Knowledge of computer programs including Microsoft Suite (MS Word styles is a plus), and Google Suite. Experience with Zoom video conferencing software is preferred, but not required.
- Knowledge of social media platforms and online channels including Hootsuite, LinkedIn, Twitter, and Facebook. Ability to collect photos and videos to use for reporting, outreach materials, and social media usage.
- Ability to communicate effectively in writing, in person, and by telephone.

- Excellent interpersonal skills including experience building and maintaining relationships with a diverse network of individuals and organizations.

Complexity of Duties

- Works on a variety of tasks requiring planning, organization, and problem-solving.
- Works under general supervision on specific assignments following established policies, procedures, and practices.

Physical Requirements

- Must be able to operate a computer, including a mouse and keyboard.
- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Must be able to stand and walk for extended periods of time during events.
- Visual acuity associated with concentrated computer use.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and 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.

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, email your resume, cover letter, and two references (name, email, and telephone contact information) to alverina.weinardy@sjsu.edu. Include in the email subject line: “Summer Internship, MTI.” In the email, please state your anticipated start and end dates.

For shortlisted candidates, we will schedule an initial 40-minute interview with MTI Public Programs Coordinator. The last stage of the interview process will be a 30-minute interview with the MTI Executive Director. References will only be contacted for candidates that advance to the last stage of the interview process.

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, interviewing, and hiring 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 MINETA TRANSPORTATION INSTITUTE

At the [Mineta Transportation Institute](#) (MTI) at [San José State University \(SJSU\)](#) our mission is to increase mobility for all by improving the safety, efficiency, accessibility, and convenience of our nations' transportation system. Through research, education, workforce development, and technology transfer, we help create a connected world. Founded in 1991, MTI is funded through the US Departments of Transportation and Homeland Security, the California Department of Transportation, and public and private grants, including those made available by the Road Repair and Accountability Act of 2017 ([SB1](#)). MTI is affiliated with SJSU's Lucas College and Graduate School of Business.

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.