

# San José State University Research Foundation

## Position: Specialist, Research Training and Engagement

DEPARTMENT: Office of Sponsored Programs (OSP)

IMMEDIATE SUPERVISOR: Director, OSP

POSTING DATE: 03/28/2023

CLOSING DATE: Until Filled

SALARY: \$90,000-\$100,000 annually, DOQ/E

EXEMPT STATUS: Exempt, Full-Time, Benefited

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### OUR STATEMENT:

The San José State University Research Foundation (SJSURF) is committed to building a work environment where everyone can show up as their own self and have an opportunity to contribute, develop, and advance in their career. Diversity, Equity, and Inclusion (DEI) are core values of the organization. We strive to attract, retain, and develop employees who reflect the community and society where we work and live. SJSURF aims to develop a culture where everyone feels welcome, shares their views, and where differences in backgrounds and perspectives are seen as adding value.

### GENERAL NATURE OF POSITION:

This is a wide-ranging communications position responsible for three main functions; 1. developing platforms and channels for training programs with content provided by units from across the SJSURF and the San José State University (SJSU) Division of Research and Innovation (Division), and managing the logistics of delivering this content; 2. partnering with other Office of Research (OR) and SJSURF staff on internal and external communications projects, including maintaining the websites, supporting social media and marcom projects, and supporting the strategy for deploying communication collateral, such as newsletters, including developing tracking metrics and key performance indicators (KPIs); 3. developing the logistical infrastructure to support campus efforts in student RSCA, working with the director to identify and execute opportunities to act as a convener of student RSCA efforts, develop systems for internal program support, and communication of these efforts to the SJSU student body. The research training and engagement specialist reports to the director, Office of Sponsored Programs (OSP) with a dotted line to the director, Research Engagement (RE).

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### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Develops strategies for training programs under the direction of the director of RE and actively engages with Division and SJSURF teams.
2. Develops the platforms for training delivery, provides logistical support for content dissemination, and develops metrics and KPIs to track and improve engagement.

3. Coordinates the preparation and distribution of the monthly newsletters, which feature trends in sponsored research and other programs, national issues, pertinent university news, and other relevant information as published on the SJSURF and Division webpages.
  4. Develops and implements integrated marketing and communications plans, which include traditional and online channels.
  5. Create and maintain a calendar of social media posts for the SJSURF/Research & Development (RD) online presence; post on social media according to SJSU guidelines.
  6. Works with SJSU University Marketing and Communications team to ensure alignment with processes, standards, event coordination, and consistent branding.
  7. Provides logistical and strategic support of division student programs.
  8. Provides management support to convene university-wide student RSCA programming, developing communication collateral to support the breadth of available programs.
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## INTERPERSONAL CONTACTS

- 1) Reports to the director, OSP and the director, RE.
  - 2) Interacts with OR department staff, SJSURF department staff and managers, and SJSU faculty.
  - 3) Interacts with organizations in order to gain assistance in accessing materials, researching, and collecting information on current issues.
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## SUPERVISORY RESPONSIBILITIES

N/A.

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## QUALIFICATIONS

### 1) **Minimum Qualifications**

- a) Bachelor's degree or equivalent combination of education, training, and professional/personal/lived experience.
- b) Working knowledge of technical and non-technical publications standards, marketing principles, and communication planning.
- c) Demonstrated commitment to value diversity and contribute to an inclusive working and learning environment.

### 2) **Knowledge, Skills, and Abilities required**

- a) Demonstrated excellent communication and writing skills.
- b) Accuracy in the editing/revising of multi-draft documents.
- c) Knowledge of commonly-used concepts, practices, and procedures within the publications and communications field.
- d) Knowledge of using various social media channels.
- e) Ability to analyze and recommend specific marketing strategies based on specific metrics and potential return on investment.
- f) Demonstrated experience in a leadership role involving managing multiple priorities.
- g) Experience and skill in managing, directing, training, and actively developing a diverse staff, including students.

- h) Excellent interpersonal skills to develop and maintain cooperative and productive working relationships with colleagues, senior administration, faculty, and representatives of various organizations and agencies.
- i) Proficient in Internet research, Google Suite, word processing, web content, and other applicable software.
- j) Ability to work independently, maintain confidentiality, and take initiative to improve upon current operations.
- k) Excellent judgment, and independent creative problem-solving skills.

### 3) Complexity of Duties

- a) Exercises independent judgment in developing methods and evaluating criteria for achieved results.
- b) Works on projects where analysis of data or solutions requires an evaluation of various factors.
- c) Works with minimal direction on projects/programs.
- d) Works on a variety of projects at any given time – multitasks.
- e) Works both independently or in a group/team effort.
- f) Work has a high impact on the department's ability to provide effective services and ability to meet deadlines.
- g) Works on a variety of documents of complex scope and nature where grammar, syntax, and communication flow directly impact the organization's image.
- h) Various evening and weekend work is required throughout the year.

### Physical Demands

- a) Must be able to operate a PC including mouse and keyboard.
- b) Must be able to operate general office equipment.
- c) Must be able to sit for extended periods of time.
- d) Visual acuity associated with concentrated computer use.
- e) Must be available to travel on an occasional basis.

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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 SJSURF provides an excellent benefits package to benefited employees. **The comprehensive benefits package includes:**

- a) Four health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer-paid dental and vision for both employees and eligible dependents.
- c) Hybrid work environment – local central office employees work two days in the office together on Mondays and Thursdays.
- d) Life, AD&D, LTD with supplemental coverage opportunities.
- e) 14 paid federal & state holidays.
- f) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.

- g) Vacation-hour accruals and separate sick-hour accumulations.
- h) Employee discounts.
- i) 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 2/28/2022 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 **SP RTE** 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

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](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 SJSU 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 SJSU. 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.