

San José State University Research Foundation

Position: Program Coordinator

DEPARTMENT: Center for Community Learning & Leadership

IMMEDIATE SUPERVISOR: Program Manager

POSTING DATE: March 20, 2023

CLOSING DATE: Until Filled

SALARY: \$24.00-\$27.00 per hour, DOQ/E

EXEMPT STATUS: Non-Exempt, Hourly, Full-Time, Benefited.
12-month position with the possibility of reappointment upon grant renewal.

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

Under the direction of the San José State University (SJSU) College Corps program manager, the program coordinator is responsible for supporting the planning, coordination, and implementation of activities related to the day-to-day operations of the SJSU College Corps — a California Volunteers and AmeriCorps funded grant program. The program coordinator will assist with the recruitment, training, supervision, and assessment of College Corps members on a regular basis. In addition, the program coordinator will assist with budget tracking, disbursement, and procurement. The program coordinator will ensure necessary data is collected to meet program requirements in compliance with California Volunteers and AmeriCorps rules and regulations. The program coordinator will support the facilitation of partnerships with community organizations and schools on implementation of the program. SJSU College Corps members provide computer programming enrichment for underserved 3rd-6th graders and participate in other local and regional service initiatives.

The ideal candidate will demonstrate experience with budget processes, data collection, and reporting, program assistance, an awareness of the issues facing low-income, immigrant communities, experience working with diverse cultures, experience as an educator and/or tutor, understanding of national service, and a willingness to work with a team to support College Corps members and service partnerships in fulfilling their commitments and goals.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assist with the day-to-day operations of the SJSU College Corps.
 2. Perform and maintain all timekeeping processes, including, but not limited to updating the timekeeping web application and verifying information entered weekly and monthly, as well as saving reports in member files.
 3. Prepare required checks and progress reports for California Volunteers and AmeriCorps.
 4. Collect and maintain data and input it into reporting systems.
 5. Perform activities related to program implementation, including, but not limited to compiling kits for distribution, materials for printing, uploading media to web applications, etc.
 6. Conduct site visits to deliver materials, as well as monitor and assess student experience in the field.
 7. Assist with content creation for fellows and 3rd-6th grade participants.
 8. Assist with the development and implementation of training for fellows.
 9. Assist with fellow recruitment and retention.
 10. Edit and update websites and web applications.
 11. Create and publish content on social media platforms.
 12. Work with project staff to plan and coordinate days of service.
 13. Participate in departmental and university events to share program mission, goals, and objectives to students, faculty, and community members.
 14. Perform other Center for Community Learning & Leadership related duties as assigned.
-

INTERPERSONAL CONTACTS

- 1) Reports to the College Corps program manager for the Center for Community Learning & Leadership.
 - 2) Frequently works and interacts with Center for Community Learning & Leadership and grant staff, fellows, as well as members of the campus and the local community.
-

SUPERVISORY RESPONSIBILITIES

None; however, this position will assist the program manager in leading the work of the fellows.

QUALIFICATIONS

Education and Experience

- Must have a Bachelor's Degree or equivalent college experience.
- Must have program assistance, coordination, and/or supervisory experience.

Knowledge, Skills, Abilities Required

- Knowledge of Microsoft Suite, learning management systems, data collection, and reporting software.
- Ability to take initiative, work independently, and exercise professional judgment.
- Must be detail oriented.
- Must have strong leadership, organizational, communication, and interpersonal skills.
- Ability to effectively manage multiple priorities and projects.

Physical Requirements

- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Visual acuity associated with concentrated computer use.
- Must be able to push, pull, carry, or lift up to 20 lbs., with or without aids.

Complexity of Duties

- Works under general supervision on specific assignments following established policies, procedures, and practices.
- Work is subject to regular checks and reviews to ensure compliance with procedures.

Schedule Requirements

- Expected to work a minimum of three days in-person, Monday through Friday, from 8:30 a.m. to 5:00 p.m., as well as occasional weekends and evenings.

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) Four company 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.

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 **PRO COO** 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.

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. 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 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.