Position: Communications and Operations Manager, Mineta Transportation Institute (MTI)

DEPARTMENT: Mineta Transportation Institute (MTI)

IMMEDIATE SUPERVISOR: Deputy Executive Director

POSTING DATE: May 4, 2020

CLOSING DATE: May 11, 2020

SALARY: Range: $66,500 to $75,000 (if annualized) DOQ/E
Full Time (40 hours)
Excellent Benefits

EXEMPT STATUS: Exempt level

GENERAL NATURE OF POSITION:

At the Mineta Transportation Institute (MTI) at San Jose 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 help create a connected world. At MTI, 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 Jose State University.

The Mineta Transportation Institute seeks to fill this opportunity with an energetic, multi-skilled individual who will take charge of managing operations and communications relating to transportation workforce development programs, actively direct and coordinate events, and will manage our social media channels. The ideal candidate will have experience managing, planning, directing, and implementing workforce development programs at both the K-12 and adult professional development levels. In addition, experience managing events (e.g. professional meetings, celebratory events, etc.) from conception through to completion is a requirement. Finally, the ideal candidate will possess strong knowledge of the digital media landscape and have experience monitoring and posting on social media networks and developing newsletter content.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Workforce Development:

a) Ensure MTI workforce development program activities and grant requirements are implemented and managed successfully
b) Identify, develop and maintain workforce development partnerships.
c) Oversee development of, and implement program marketing materials including brochures and other methods to advertise program activities
d) Manage overall marketing of workforce development programs

e) Prepare materials for and support completion of grant reporting requirements, as requested

f) Gather, analyze and evaluate program data

g) Organize, plan, and execute workforce development activities

h) Actively seek out opportunities for increasing efficiencies and effecting improvements to workforce development, and manage implementation of approved strategies.

**Event Planning:**

a) Manage all aspects of event planning, design, and implementation. Provide appropriate direction and oversight to the effort. This includes proactively addressing issues and resolving problems throughout.

b) Actively seek out and identify and present event opportunities.

c) Manage promotion and publicity activities regarding MTI-sponsored events.

d) Conduct event evaluations and report on outcomes.

**Communication:**

a) Direct the creation of a new MTI website

b) Create and manage implementation of social media campaigns

c) Develop social media content calendars

d) Actively oversee monitoring of social media analytics

e) Create engaging newsletter and social media content

f) Assist in the general distribution of press releases and media alerts

g) Stay current on emerging trends in transportation

h) Perform other related duties as assigned.

**INTERPERSONAL CONTACTS:**

Reports directly to the Deputy Executive Director. In the absence of the Deputy Executive Director, acts in their stead as appropriate or needed. Frequently and regularly interacts with faculty, researchers, and staff, as well as with outside vendors and customers.

**QUALIFICATIONS:**

1) **Education and Experience:**

a) Bachelor’s degree or equivalent in a related field (required). A Master’s degree is highly preferred.

b) Expertise in program leadership and maintaining effective relationships with university personnel, program officers, evaluators, students, and community professionals.

c) Experience supervising staff (professional and/or student). (required)

d) Two years of experience as an events planner or organizer (required)

e) Two years of combined experience in K-12 and workforce planning. This includes coordinating, and implementing workforce development programs at both the K-12 and adult professional development levels. (required)

f) Two years of experience coordinating online webinars (preferred)

g) Two years of experience with social media analytics and digital media (preferred)

h) Two years of experience developing and writing a newsletter. (preferred)

2) **Knowledge, Skills, Abilities required:**

a) Ability to recruit, hire, train, and supervise full-time and part-time staff.

b) Knowledge of workforce development, especially in the transportation field.

c) Ability to work independently, priorities, organize, problem solve, be creative and exercise sound judgment with minimal supervision
d) Strong organizational skills including attention to detail and ability to multi-task
e) Strong time management skills and ability to prioritize a large volume of tasks
f) Knowledge of computer programs including MS Word, Excel, and Photoshop

g) In-depth working knowledge of social media platforms (specifically Facebook, Twitter, and LinkedIn)

h) Experience with social media analytics

i) Excellent communication skills, oral, written, and presentation.
j) Excellent interpersonal skills including experience building and maintaining relationships with diverse
   network of individuals and organizations

k) Must be able to drive own vehicle, have a clean driving record, and provide proof of insurance.

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) Work has high impact on MTI’s ability to provide effective services and ability to meet deadlines.
   
d) Works with minimal direction and supervision on projects/programs.
   
e) Works on a variety of projects at any given time – multi-tasks
   
f) Works both independently or in a group/team effort.
   
g) Various evening and weekend work required throughout the year.

4) PHYSICAL REQUIREMENTS:

   a) Typical office environment and equipment. Requirements may include the need to sit or work at a
      computer terminal for long periods of time on projects

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.

5) BENEFITS:

   The comprehensive benefit package includes:

   a) Ten Health Insurance Plans to choose from, under the umbrella of CalPERS
   
b) Dental and vision coverages for employee and their eligible dependents at no monthly cost to employee
   
c) Paid Federal & State Holidays (13)
   
d) Retirement Plan: features both a 403 (b) Employee Deferred plan and a 403 (b) employer-only
      contribution plan.
   
e) Separate vacation hours accruals and sick leave hours accumulations.
   
f) Paid Training and Conferences
   
g) Pay for Performance annual process featuring increases, as appropriate, and as budget allows.

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SUPERVISORY RESPONSIBILITIES:

Will directly supervise and manage both professional staff and student assistants.

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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 applicant may do this via e-mail or by regular mail. The formal employment application is located at:
It may also be obtained from the Research Foundation through its website at http://www.sjsu.edu/researchfoundation/open/index.html.

An applicant may also apply in person by visiting the Research Foundation, located at
210 North 4th Street, 3rd Floor,
San Jose, CA (corner of St. James and North 4th Streets)

Please address your formal application, your resume and your letter of interest directly to:
San Jose State University Research Foundation
Attn: HR/Job Code OPNS MGR MTI
210 North 4th Street
San Jose, CA  95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation
The San José State Research Foundation 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. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose 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.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION 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.

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.