

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION

Position: Research Coordinator

DEPARTMENT:	The McNair Scholars Program
IMMEDIATE SUPERVISOR:	Project Director
POSTING DATE:	July 13, 2020
CLOSING DATE:	Open Until Filled
Hourly Rate:	\$22.00-\$27.00, DOQ/E
STATUS:	Non-Exempt, Part Time, Benefited, Position is contingent on receipt of grant and is renewable each year, dependent on funding.

GENERAL NATURE OF POSITION: The McNair Research Coordinator is responsible for recruitment, selection, and preparation of outstanding scholars for advancement to doctoral programs of choice. The Research Coordinator is directly responsible for assessing the academic needs of scholars and designing Educational Action Plans in support of their long-range academic goals. The Research Coordinator identifies and trains faculty mentors to carry out programs of undergraduate research in conjunction with scholars and designs a series of colloquia to prepare scholars for application and admission to doctoral programs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Uses a variety of methods to inform the University community of opportunities available for selected undergraduates through the McNair Scholars Program.
2. Organizes and participates on selection committee to screen applications and select qualified candidates for the program and assesses scholars' educational needs, maintains baseline data, and develops individualized Educational Action Plans to prepare for research internships and application to graduate school.
3. Identifies available pool of faculty mentors and provides orientation and training to prepare mentors and scholars for the summer research experience. Assists faculty mentors and summer scholars in developing research proposals and supervises the activities of both throughout the summer session.
4. Designs and implements a series of summer and academic year colloquia on topics related to research and the graduate school experience and co-teaches this course with Director. Prepares students to present scholarly work at conferences.
5. Assists scholars in the graduate school application process by orienting them to processes and procedures. Maintains liaison activities with university and departmental offices to provide effective referral and follow-up for scholars. Maintains extensive listing of online graduate resources and fellowship opportunities.
6. Coordinates with Peer Connections, writing development staff, and GRE Training Consultant to monitor scholars' attendance and progress in utilizing support services. Works with writing specialist(s) to track, document, and facilitate the completion of scholars' academic goals and program-related responsibilities.
7. Prepares and maintains documentation of all activities and services provided to scholar and supervises the preparation and publication of the Annual McNair Research Journal and bi-yearly newsletters.
8. Assumes component and program-wide responsibilities as assigned and assists Director with program objectives and budget.
9. Performs other duties, as assigned

INTERPERSONAL CONTACTS:

- Reports to Program Director
 - Interacts regularly with Faculty, Department Chairs, and students
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QUALIFICATIONS:**1) Education and Experience**

- Masters degree in related field required.
- Experience in TRIO programs is preferred.
- Experience advising students about the graduate school application process and GRE entrance exams.
- Experience working with first-generation, low-income and/or ethnic minority students.
- Experience in university level teaching.

2) Knowledge, Skills and Abilities required

- Excellent written and oral communication skills; solid presentation skills.
- Demonstrated initiative in planning, organizing, and coordinating implementation of multiple activities.
- Ability to establish and maintain effective and productive working relationships with university faculty, staff, and administrators, as well as industry and community representatives.
- Ability to mentor and accurately assess scholars' academic/personal needs in preparation for graduate study.
- Excellent computer skills and strong familiarity with internet resources.
- Knowledge of both quantitative and qualitative research methods and graduate and undergraduate research.
- Ability to document program services and activities and generate written reports.
- Evidence of strong leadership, analytical, organizational, and planning skills.

3) Physical Requirement

- Must be able to operate office equipment.
- Must be able to carry, lift, push, and pull materials and objects of up to 25 lbs. occasionally.

4) Complexity of Duties

- Works with minimal direction on all assigned projects.
 - Exercises independent judgment in developing effective resources and curriculum.
 - Works independently in maintaining both electronic and hard copy records on participants.
 - Works independently in recruiting and establishing faculty mentor matches.
 - Works in conjunction with faculty in designing research projects for participants.
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SUPERVISORY RESPONSIBILITIES: Supervises student assistant and clerical assistants when assigned to assist them.

APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information, including the job description, may be obtained from the Research Foundation through its web site at <http://www.sjsu.edu/researchfoundation/open/index.html>. You may also obtain information in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA. A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:

San Jose State University Research Foundation
Attn: HR/Job Code MRC
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

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.

The San Jose State University Research Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

The Research Foundation has implemented California State University Executive Order 1083 (<http://www.calstate.edu/eo/EO-1083.pdf>). By policy, all Research Foundation employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015-08 (<http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf>).

A background check must be completed satisfactorily before any candidate can be offered this position with the Research Foundation. 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.