

**San Jose State University Research Foundation**

**Position:** Assistant Director, International House

**DEPARTMENT:** International House, SJSU (“I House”)

**IMMEDIATE SUPERVISOR:** Director of International House

**POSTING DATE:** January 9, 2020

**CLOSING DATE:** Open Until Filled

**SALARY:** Range: $49,606 – $62,008 per year, Negotiable, DOQ/E Full Time

**BENEFITS:** Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO’s and 7 HMO’s; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement option with a 7% employer retirement contribution following 1 year of benefited employment, with immediate vesting; vacation accruals and a stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees.

**EXEMPT STATUS:** Exempt (Salary)

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**GENERAL NATURE OF POSITION:**

International House (“I-House”) is a co-ed residence for US and international students attending San Jose State University. The House is a large, comfortable home to residents of many cultures located a short walking distance from SJSU.

Reporting to the Director of International House, the Assistant Director actively assists the Director with all management and operations activities and functions for the I-House. Meets with I-House Director and staff to discuss and review operations and activities in order to provide effective management and administration of I-House-related operations. Engages in discussions involving policy development and policy compliance and implementing same.

Responsibilities include hiring, training, supervising, and mentoring Resident Advisor (“RA”), Network Administrator staff, and Student Assistants; mentoring, supporting, guiding, and counseling I-House residents; managing, directing and performing administrative functions and
facility maintenance and operations; planning events and activities, collaborating with alumni, and facilitating fundraising efforts and social media. The Assistant Director creates a welcoming intercultural, residential community by actively facilitating programming at I-House, and by devising and implementing opportunities and strategies for residents to engage in life outside of I-House and SJSU.

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**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1) Create welcoming, supportive intercultural environment. Actively devise and implement opportunities and strategies for residents from diverse backgrounds and cultures, languages, ages, majors, and programs of study to engage in life at I-House, on campus, and in the wider community.

2) Hire, train, supervise, and mentor Head Resident, Resident Advisors (“RA”), Network Administrator, and student assistants.

3) Mentor, support, counsel, and guide I-House residents. Closely collaborate with colleagues in Counseling, Peer Health Education, MOSAIC, Pride Center, etc. to ensure focused attention and sensitivity to cultural issues and support personal success. Act as after-hours emergency contact.

4) Manage, direct, and perform administrative functions, including, but not limited to facilitating year-round application process from correspondence through contract; handling financial transactions including collection of payments, reimbursements, and deposits; processing invoices; maintaining resident and alumni database; running reports; running current and prospective resident scholarship application process.

5) Oversee and coordinate with contractors and vendors, and assist custodial staff to maintain and improve the facility and prepare for arrival of new residents.

6) Initiate and facilitate fundraising and social media efforts including creating marketing content for print and digital communication channels (e.g., newspaper and social media outlets). Coordinate bulk mailings.

7) Build alumni and community engagement through in person interactions, online and print media communications, and at meetings and reunions.

8) Other duties and task as assigned.

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**INTERPERSONAL CONTACTS:**

1) The Assistant Director reports directly to, and receives general supervision from, the Director of I-House.

2) Interacts daily with I-House staff, SJSU students, University deans, faculty, and staff at all levels, vendors, and industry personnel.

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**SUPERVISORY RESPONSIBILITIES**

With the Director, supervises Head Resident, Resident Advisors (“RA”), Network Administrator, and student assistants.

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**QUALIFICATIONS:**

1) **Education and Experience**
   - Bachelor’s degree required. Master’s degree in Intercultural Communications or related field strongly preferred.
   - Minimum two years’ work experience, preferably in an inter-culturally diverse educational environment. Direct experience interacting with college students preferred.
   - Considerable study and/or work abroad experience, and fluency in at least one foreign language strongly preferred.
2) **Knowledge, Skills, Abilities Required**
   - Excellent writing skills; grammar, spelling, and punctuation.
   - Strong interpersonal skills, which include extensive intercultural training and awareness gained through study abroad, overseas work, travel experiences. Strong written and oral communication skills. Detail-oriented and accurate.
   - Must be able to develop and maintain positive internal and external relationships. Ability to work independently and in diverse teams.
   - Strong project coordination and planning skills.
   - Ability to support others in crisis, and make decisions and refer crisis situations quickly and appropriately.
   - Ability to engage closely with residents while acting as role model. Ability to exercise sound judgment and to make timely, value-based decisions.
   - Proficient with Microsoft office (Word, Excel, PowerPoint) and database management tools. Familiarity with design software preferred.
   - Ability to use traditional and digital marketing/communication platforms (e.g., social media) and willingness to adapt to new modes of communicating.

3) **Complexity of Duties**
   - Exercises independent judgment in developing methods and evaluating criteria for achieved results.
   - Works on projects where analysis of data or solutions requires an evaluation of various factors.
   - Work has high impact on department’s ability to provide effective customer service and ability to meet deadlines.
   - Works with minimal direction on assigned projects/programs.
   - Works on a variety of projects at any given time – multi-tasks
   - Works both independently or in a group/team effort.
   - Various evening and weekend work required throughout the year.

4) **Physical Requirements**
   - Must be able to operate a PC including a mouse and keyboard.
   - Must be able to operate office equipment.
   - Must be able to use a telephone and/or headset.
   - Must be able to navigate uneven surfaces and carry materials.
   - Must be able to stoop, bend, and use stairs frequently and regularly.
   - Must be able to drive own vehicle.

5) **Environmental Conditions**
   - Core business hours may vary, with flexibility required to accommodate meeting, programming, and emergency needs in a 24/7 residential community.
   - Evenings and weekends for special events is required.
   - Limited travel opportunities for professional development and alumni reunions.

**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 comprehensive benefit package includes:
- a) Ten Health Insurance Plans to choose from
b) Free dental and vision for employee and family  
c) Paid Federal & State Holidays  
d) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component  
e) Vacation and separate sick plans  
f) Employee Discounts  
g) Paid Training and Conferences  
h) Increases based on merit (performance)

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.

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. The formal employment application can be obtained from the Research Foundation through its website at http://www.sjsu.edu/researchfoundation/open/index.html. Due to the COVID-19 health crisis, all candidates must submit their application materials via the foundation-job@sjsu.edu email address. Please be sure to include the HR job code of: ADIH on the formal employment application.

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.