



CAREER OPPORTUNITY

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Position Information

Posting Date: April 23, 2008
Working Title: Associate Resource Analyst
Reporting Unit: Dean's Office, College of Applied Sciences & Arts
Requisition Number: 13349
Salary Range: \$4,631/month - \$6,946/month
Hiring Range: \$4,631/month - \$5,210/month
Excellent Benefits Package: [California State University Employees Union\(CSUEU\) Benefits Summary](#)
First Screening Date: May 7, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Administrative Analyst/Specialist – Exempt II
Bargaining Unit: California State University Employees Union

****Modification to qualifications****

****First Screening Date Extended to May 9, 2008****

About the Position

The mission of the College of Applied Science and Arts (CASA) is to provide liberal and professional education and, through application, to empower graduates to be exemplary members of a diverse and global community. The College is committed to excellence in undergraduate and graduate programs and improving the quality of life for present and future generations. The College is home to professional disciplines serving dynamic societal needs and dedicated to promoting a healthy, ethical, and enlightened global community through innovative applications of knowledge and scholarship.

Reporting to the Dean for CASA, and receiving work lead direction from the Resource Analyst, the Associate Resource Analyst assists the College Dean and administrators in matters related to fiscal and space analysis. Additionally, the analyst works independently under general supervision to assist in planning resource allocations and drawing conclusions and assessments of fiscal, equipment, and space needs which involves producing budgetary projections, performing data analysis, and maintaining and monitoring operating accounts and data.

Responsibilities include, but are not limited to:

- Designs and develops faculty salary database to assist College Dean managing salaries
- Monitors and tracks student assistant and work-study salary accounts
- Assists with training Department and School personnel on University financial processes and procedures
- Monitors and assists college faculty with small research grants accounts
- Assists with human resources activities related to staff
- Serves as liaison with campus departments and colleges
- Serves as primary contact with University Advancement to reconcile, track and create reports of College-wide donations
- Trains and provides work direction for a Student Assistant

Qualifications

A combination of education and experience equivalent to a bachelor's degree and a minimum of four years of administrative work experience involving the study, analysis, development, evaluation and improvement of administrative policies, procedures and practices relating to accounting and financial principles and methods are required. Experience in principles and practices of governmental budgeting and accounting, and public finance preferred.

Ideal candidates would have:

- A bachelor's degree in a related field; preferably in Accounting & Finance
- Demonstrated knowledge of the principles, problems, and methods of public and business administration and operations and fiscal management
- Ability to effectively plan, assign, coordinate and lead a variety of fiscal functions
- Expertise in investigating and analyzing problems with a broad administrative impact and implications
- Ability to quickly learn and apply a variety of state, federal, CSU, SJSU, and UPD policies and procedures
- Strong oral communication skills, customer service and public relation skills

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](#) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](#) (www.sjsu.edu/hr)

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University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.