



CAREER OPPORTUNITY

Make San José State University Your University of Choice

Position Information

Posting Date: May 28, 2008
Working Title: Coordinator of Science Education Resource Center (SERC)
Reporting Unit: College of Science
Requisition Number: 13371
Salary Range: \$1,849/month - \$2,773/month (Based on 20 hours per week)
Hiring Range: \$1,849/month - \$2,157/month (Based on 20 hours per week)
Excellent Benefits Package: [California State University Employees Union\(CSUEU\) Benefits Summary](#)
First Screening Date: June 11, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Instructional Support Technician II
Bargaining Unit: California State University Employees Union

Temporary 12-month, part-time position with benefits.

About the Position

San José State University is located in the heart of Silicon Valley, which is the epicenter of the global Biotechnology and Information Science industries. The College of Science is committed to preparing students to succeed in these industries, or to pursue training for teaching, research, or technical careers.

Under the direction of the Director of the Science Education Program, the incumbent will work independently to manage and maintain the Science Education Resource Center (Math/Science Education Resource Center). Responsibilities fall into three broad areas: Instruction and the utilization of animals in teaching, assisting teachers in lesson design for inquiry-based learning and assisting teachers in lesson design (computer-assisted instruction). Specifically provide technical support for Science Education and Teacher Education.

Responsibilities include, but are not limited to:

- Administration of Oversight of the Science Education Resource Center (SERC)
- Organize and present Science Education Workshops
- Know and follow approved safety and hazardous materials and waste procedures
- Prepare and track purchase orders
- Maintain and/or repair physical science equipment
- Serve as science mentor and role model for student teachers
- Instruct students in the humane care of animals and the use of live animals in the classroom
- Work with the University Animal Care staff on the Institutional Animal Care and Use Committee to optimize animal care

Qualifications

One out of the three experience criteria must be met:

1. Equivalent to three years of experience providing instructional support services for a related unit or discipline, or in producing materials or supplies or repairing equipment in a discipline related to the area to which assigned.
2. Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area may be substituted for one year of the required experience.
3. Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for two years of the required experience.

Formal education and experience teaching in Science preferred. Two years of actually providing support services of many types, including animal care and public contact desired.

The ideal candidate will possess the following knowledge, skills, and abilities:

- Thorough knowledge of methods, procedures and practices; English grammar, business writing, punctuation and spelling
- Working knowledge of software applications: word processing, spreadsheet, and database management
- Ability to plan, organize, and schedule activities
- Ability to operate technical equipment related to the discipline
- Ability to maintain records
- Strong oral communication skills; must possess excellent customer service and public relations skills

The incumbent will travel within the building and across campus to other buildings; ability to make minor repairs on models and taxidermy mounts; access materials on shelves to 6 feet; capable of dealing with a wide variety of small animals; lift 50 lbs; push carts to transport animals and materials.

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](http://www.sjsu.edu/safetyreport) (www.sjsu.edu/safetyreport)

Contact Information

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

One Washington Square • San Jose, Ca 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

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.