The Path to Expungement (P2E) mentoring program is part of the Record Clearance Project (RCP) at San Jose State University. P2E involves a team of mentors, staffed by student assistants, to help clients receive needed services to move forward in their lives. Duties start while clients are in custody and continue upon release.

The P2E Project Assistant will assist with administrative operations of the P2E and perform duties, as noted below.
ESSENTIAL DUTIES & RESPONSIBILITIES:

1) Provides assistance and administrative support to Administrative Coordinator and Lead Mentor on range of mentoring program tasks, including:
   - Case management, record-keeping, data collection, analysis and reporting, as directed.
   - Support to mentoring staff to facilitate service linkages are made and recorded.
   - Assist Administrative Coordinator in preparation of monthly reports regarding P2E services, with required data.
   - Assist mentors and student assistants in entering data following client appointments and contact efforts, as needed.
   - Help track calendaring of key events regarding eligibility for expungement and inform legal services team regarding upcoming eligibility.

2) Client/community relations:
   - Assist with logistics for presentations regarding record clearance and P2E services.
   - Assure prompt, accurate response to client and community inquiries for services, as delegated.
   - Attend meetings with reentry community regarding mentoring / service linkage work, as requested.
   - Support mentors as they help clients provide community service events to bolster their future expungement petitions in court.

3) Financial and account management
   - Assist Program Manager in handling financial and account record-keeping and invoice payment, as requested.

4) Help coordinate teaching support for students in P2E internship class.
   - Upon request, assure that workshops are staffed by advanced students.

5) Other duties as assigned by the Program Manager.

INTERPERSONAL CONTACTS:

1) Reports to the Program Manager.
2) Interacts with internal office staff and students on a daily basis. Also interacts, as appropriate, with SJSU faculty and staff, as well as County government representatives and other non-profit agencies.

SUPERVISORY RESPONSIBILITIES

None, though will be asked to guide, direct, or assign activities of the Service Delivery Team, including student assistants.

QUALIFICATIONS:

1) Education and Experience
   - Bachelor’s degree (or higher) in legal studies, social work, public administration or equivalent is preferred. At least AA level degree required.
   - Familiarity with SJSU Record Clearance Project preferred.
   - Minimum of 1+ years related experience preferably with justice-involved individuals, desired.
   - Minimum of 1+ years related experience working in a diverse, multi-cultural setting is required.
   - Experience working in self-directed, high initiative-low supervision environments is preferred.
2) **Knowledge, Skills, Abilities Required**

- Outstanding organizational and time management skills, including knowledge of database management and reporting.
- Knowledge of issues affecting justice-involved people, including low-income communities and/or communities of color.
- High level of professionalism and attention to detail.
- Ability to maintain confidential, sensitive information.
- Excellent oral, written and interpersonal communication skills.
- Ability to work collaboratively in a team setting with students and community members.
- Fully proficient and experienced in Microsoft applications (Word, Excel and G-mail).
- Able and willing to deliver friendly, courteous, prompt assistance to team, clients and public.
- Strong interpersonal skills and multicultural competencies.
- Ability to speak and write in English and one of the following languages: Spanish or Vietnamese is desired.
- Ability to collaborate with people from many academic disciplines, cultures and nationalities.

3) **Complexity of Duties**

- Works with minimal direction on assigned projects/programs.
- Works on a variety of projects at any given time – multi-task.
- Ability to work both individually as well as in a group/team effort.
- Work has high impact on department’s ability to provide effective client service and ability to meet deadlines.
- Evening and/or weekend work may be required at various times throughout the year.

4) **Physical Requirements**

- Typical office environment and equipment, including sitting or working at a computer terminal for long periods of time.
- Operation of basic office equipment including PC and programs is essential.
- Ability to navigate jail facilities required.
- Valid California driver’s license and a good DMV record is required.

**PLEASE NOTE:** This position is considered a “sensitive” assignment by Research Foundation and CSU policy. Consequently, an offer of employment for this position is strictly contingent upon the successful applicant undergoing and successfully completing the Live Scan (fingerprinting) process.

**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.

**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)

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 http://www.sjsu.edu/researchfoundation/docs/Employment%20Application.pdf

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 PASST
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.