The department of English and Comparative Literature department offers four B.A. concentrations that include focuses on literature, creative writing, teaching, and technical writing, as well as strong graduate programs in creative writing and literature. The San Jose Area Writing Project (SJAWP) delivers school-year and summer programs on writing for teachers as well as for K-12th grade students.

As a member of the SJAWP project, this position will be responsible for providing support to the project, performing tasks assigned by the Project Director. The areas include, but not limited to, data entry and providing administrative support.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Perform data entry.
2. Assist with completing paperwork for room requests, payment, and other documents as required.
3. Responsible for handling payments for Independent Contractor (IC) contracts.
4. Monitors the email box. Opens, reads, forwards and/or responds to emails as needed.
5. Perform department clerical functions such as filing, copying, etc. as needed.
6. Performs other duties as required by the Project Director.
INTERPERSONAL CONTACTS:
1) Reports to the Project Director.
2) Works and interacts with department staff and managers, other Research Foundation co-workers and university faculty.

SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS:
1) Education
   • Must be a student properly enrolled and in good standing at either SJSU or another institution of higher learning; actively pursuing a bachelor’s degree.
   • Must have one year of college.
   • Must maintain a GPA in a manner that conforms to ongoing pursuit of higher education credentials

2) Experience
   • Some general office experience is preferred.
   • Current California driver’s license with a good driving record is preferred.

3) Knowledge, Skills, Abilities required:
   • Working knowledge of current computer and office automation equipment
   • Proficient in MS Office (Word, Excel, PowerPoint), or other applicable software packages.
   • Ability to type at least 45 WPM.
   • Excellent writing skills; grammar, spelling and punctuation.
   • Ability to use initiative and sound independent judgment within established guidelines.
   • Ability to organize work, set priorities and meet critical deadlines with little supervision.
   • Ability to work effectively and maintain cooperative working relationships with others.
   • Ability to manage time effectively.
   • Ability to work individually and in a team.
   • Must be available to work on select Saturdays and over the summer.

4) Complexity of Duties
   • Works under general supervision on specific assignments following established policies, procedures and practices.
   • Work is subject to regular checks and review to ensure compliance with procedures.
   • Failure to achieve results is normally capable of being overcome without serious effect on schedules and programs.

5) Physical Requirements
   • Must be able to operate a PC including mouse and keyboard.
   • Must be able to operate general office equipment.
   • Visual acuity associated with concentrated computer use.

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.
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 ENGSA
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.

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.