Position: Senior Administrative Assistant, MTI

DEPARTMENT: Mineta Transportation Institute

IMMEDIATE SUPERVISOR: Executive Director

POSTING DATE: 2/17/2020

CLOSING DATE: Open Until Filled

SALARY: *Range: 27.00 - $29.00 per hour, DOQ/E
*Part-Time (20 hours per week), non-benefited position (mandatory benefits only apply)
This position is at 50% time effort.
Continuation of the position is dependent upon the availability of government funding/grant.

EXEMPT STATUS: Non Exempt (Hourly)

GENERAL NATURE OF POSITION:
At the Mineta Transportation Institute (MTI) at San Jose State University, our mission is to increase mobility for all by improving the safety, efficiency, accessibility, and convenience of our nation's transportation system. Through research, education, workforce development and technology transfer, we help create a connected world. At MTI, we efficiently connect people, ideas, and results. MTI provides the highest-quality support for surface transportation researchers, planners, managers, educators, and elected officials, all filtered through the lens of our urban academic home in the heart of Silicon Valley, San Jose State University.

This is an administrative position that requires candidates to act as project manager, and maintain a professional demeanor at all times. Candidates should be capable of multi-tasking in a dynamic environment, be able to communicate clearly and effectively both verbally and in writing as well as be familiar with public official policies, practices and protocols.

The Senior Administrative Assistant, under the general direction of the Executive Director of the Institute, provides administrative assistance to the Executive Director and supports MTI staff by providing office administration.

ESSENTIAL DUTIES & RESPONSIBILITIES:
1) In the capacity of project manager, provide scheduling interface between the Executive Director, the UTC Director’s Association, and the MTI Board of Trustees’ Executive and
sub-committees. Oversee the preparation and distribution of agendas and other materials for the board and committee packets under the direction of the Executive Director.

2) Using QuickBooks, maintain all budgeting records and produce reports as needed. Submit timesheets, expense reimbursements, requisitions and order office supplies. Processing/tracking payments (awards, honorariums, etc.) in a timely manner.

3) Oversee the selection of student office personnel. Supervise, train, and evaluate student staff (the number of student staff members fluctuates as projects are approved under the federal and state contracts). Coordinate student assistants to provide help with day to day office management and with MTI projects and events.

4) Maintain and manage the Executive Director’s calendar, set up meetings, and make travel arrangements. Coordinate multiple calendars, often with non-Institute personnel.

5) Manage, with the guidance of the Executive Director, the planning, coordination, and documentation of all MTI events, receptions and Board and Committee meetings.

6) Create and direct the maintenance of all MTI files, including budgets and databases.

7) Prepare and draft memos, reports, and correspondence on behalf of the Executive Director.

8) Keep minutes and notify other team members on relevant information as it relates to necessary updates on MTI website, letterhead and calendars.

9) Coordinate and maintain both the general and confidential communication. With guidance from the Executive Director, plan and organize written office procedures into a cogent, maintainable MTI procedures manual.

10) Screens calls, emails and in person visitors.

11) Perform other related duties as assigned by Communications and Workforce Development Coordinator, Deputy Executive Director, and the Executive Director of the Institute.

INTERPERSONAL CONTACTS:
1) Reports to the Executive Director of the Institute.
2) Interacts with MTI and Foundation staff, MTI visitors and vendors.

SUPERVISORY RESPONSIBILITIES
Will oversee student assistants.

QUALIFICATIONS:
1) Education and Experience
   - Highschool diploma or GED is required. Bachelor’s degree in business administration or a related field is desired.
   - Two or more year’s office administration is required.
   - At least one year of experience using Quickbooks for accounting and budgeting tracking is preferred.

2) Knowledge, Skills, Abilities Required
   - Superior grammatical, editing and formatting skills. Ability to create correspondence and respond to miscellaneous inquiries.
   - Office administration skills, including phone screening, event planning, organization and scheduling.
   - Demonstrated proficiency with, Quickbooks and other office software such as Word, Outlook, etc.
   - Ability to coordinate multiple projects simultaneously, determine priorities, set and adjust deadlines, and complete projects on schedule with budget.
   - Demonstrated skills in supervising staff and interacting effectively and collegially with professional colleagues.
• Ability to work independently, prioritize, organize, problem solve, be creative and exercise good judgment with minimal supervision
• Strong organizational skills including attention to detail and ability to multi-task.
• Strong time management skills and ability to prioritize a large volume of tasks.
• Basic financial logic and ability to manage and track budgets. Incumbent will track financial transactions and match them to the budget.
• Ability to communicate effectively in writing, in person and by telephone.
• Excellent interpersonal skills including experience building and maintaining relationships with diverse network of individuals and organizations.

3) Complexity of Duties
• Works on a variety of tasks requiring planning, organization and problem solving.
• Works under general supervision on specific assignments following established policies, procedures, and practices.
• Failure to achieve results is normally capable of being overcome without serious effect on schedules and programs.

4) Physical Requirements
• Must be able to operate a PC including mouse and keyboard.
• Must be able to operate general office equipment.
• Must be able to sit for extended periods of time.
• 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 MTI
   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.

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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.