San Jose State University Research Foundation

Position: Project Associate (Test Engineering)

DEPARTMENT: Research will be done under the auspices of the Psychology department at San Jose State University
IMMEDIATE SUPERVISOR: Project Director
POSTING DATE: 2/20/2020
CLOSING DATE: 2/27/2020
SALARY: Range: $20.00 - $25.00 per hour, Negotiable, DOQ/E Full Time

BENEFITS: Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 7 HMO's; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement option with a 7% employer retirement contribution following 1 year of benefited employment, with immediate vesting; vacation accruals and a stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees.

EXEMPT STATUS: Non Exempt (Hourly)

GENERAL NATURE OF POSITION:
The Psychology Department at San Jose State University is involved in collaborative research efforts with civil service scientists from the Thermophysics Facilities Branch (TSF) at the NASA Ames Research Center in Mountain View, CA.

We seek a full-time employee to assist with conducting and closing out test campaigns at the TSF arc jet facilities

ESSENTIAL DUTIES & RESPONSIBILITIES:
1) Compile post-test reports.
2) Set up and operate specialized infrared imaging equipment.
3) Utilize programs on Macintosh and Windows PC platforms such as Adobe Creative Suite, Microsoft Office to compile post-test reports.
4) Follow verbal and written instructions from senior staff and test engineering staff regarding testing specifications.
5) Other duties and tasks as assigned.

INTERPERSONAL CONTACTS:
1) Reports to the Project Director.
2) Interacts with NASA civil service at NASA Ames Research Center and Research Foundation research staff, on a daily basis.

SUPERVisory RESPONSIBILITIES
None, although may be called upon for advice and direction by others.

QUALIFICATIONS:
1) Education and Experience
   • BS in Aerospace Engineering or related field is required.
   • 6 months (minimum) work experience working around high-energy test facilities.
   • 6 months (minimum) work experience compiling post-test data packages.
   • 6 months (minimum) work experience with Adobe Photoshop, Lightroom, Premiere Pro, Media Encoder, and REDCINE-X Pro.

2) Knowledge, Skills, Abilities Required
   • 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 independently and as a team member on several tasks within a project and across projects.
   • Knowledge of Design layout and Adobe Creative Suite.
   • Proficiency in Microsoft Office Suite, Word and Excel.
   • Ability to speak and write effectively.
   • Ability to work effectively in a culturally and organizationally diverse research team.
   • Strong interpersonal skills required.
   • Ability to work effectively and maintain cooperative working relationships with others.

3) Complexity of Duties
   • Exercise independent judgement in the managements and completion of a diverse set of concurrent tasks, including leading specific research efforts is required.

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.
   • Periodic regular lifting, walking, and carrying of files up to 20 pounds, documents and other related materials.
   • Located at the NASA Ames Research Center. Therefore, this employee must meet security qualifications for entrance to the Center.
   • Candidate will be a U.S. citizen or Permanent Resident.
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 PATE
   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.