San Jose State University Research Foundation

Position: Student Assistant (High school students)

DEPARTMENT: Research will be done under the auspices of the Psychology Department at San José State University

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: 3/5/2020

CLOSING DATE: Open until filled

SALARY: Range: $16.05 per hour, Negotiable, DOQ/E Full-time, non-benefited position (mandatory benefits only apply)

EXEMPT STATUS: Non Exempt (Hourly)

APPOINTMENT: This appointment is for approximately 12 weeks during the summer.

The Department of Psychology at San José State University is involved in collaborative research with civil service scientists from the Human-Computer Interaction (HCI) Research Group of the Human Systems Integration Division at the NASA Ames Research Center (ARC) in Mountain View, CA. The research is centered on the development, design and testing of next-generation mission planning systems for NASA’s space explorations missions.

We are seeking a Student Assistant who will contribute to our efforts in the areas of mission planning, crew autonomy, and NASA education outreach. This summer, you will have the opportunity to provide administrative support to on the Scheduling and Planning Interfaces for Exploration (SPIFe) team within the Human-Computer Interaction (HCI) Group at NASA Ames Research Center. During your appointment, you can learn about the challenges of building software for mission control and astronauts in an effort support human exploration on Mars and beyond. In addition, you will learn about software development concepts by supporting professionals doing work on the NASA initiatives and programs. The work that you support, during this appointment will very likely go into production, both for the web and eventually space!

The Student Assistant will work on-site at NASA Ames Research Center in California. The duration of this summer appointment will be approximately 12 weeks.

ESSENTIAL DUTIES & RESPONSIBILITIES:

a) Performs routine tasks and assists other employees in one or more of the following activities: collect and interpret data, completing paperwork and data entry.

b) Perform department clerical functions such as filing, copying, etc. as needed

c) Work directly with the core team members for mentorship and guidance.
d) Perform other duties as assigned.

**INTERPERSONAL CONTACTS:**
1) Reports to the Project Director, under close supervision.
2) Interacts with NASA Ames civil service and Foundation research staff, including student assistants, daily.

**SUPERVISORY RESPONSIBILITIES**
None.

**QUALIFICATIONS:**
1) **Education and Experience**
   - Must be a high school student enrolled in regular high school classes and have an overall grade point average of at least 3.0 on a four-point scale.
   - Applicants under 18 years of age must possess an appropriate work permit required by the California State Education Code. Upon hire, we would observe terms and conditions as noted in the work permit.

2) **Knowledge, Skills, Abilities Required**
   - Working knowledge of current computer and office automation equipment.
   - Working knowledge in MS Office (Word, Excel, PowerPoint), or other applicable software packages.
   - Ability to follow simple directions and perform tasks appropriate for specific jobs which assigned.
   - 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.

3) **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.

4) **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.
   - Located at the NASA Ames Research Center. Therefore, employee must meet security qualifications for entrance to the Center.
   - Employee will be a US citizen or Permanent Resident.
   - Must be at least 16 years old.
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. The formal employment application may be obtained from the Research Foundation through its website at: http://www.sjsu.edu/researchfoundation/open/index.html. Due to the COVID-19 health crisis, all candidates must submit their application materials via the foundation-job@sjsu.edu email address. Please be sure to include the HR job code of: SA (HS) on the formal employment application.

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.