Position: Student Assistant, (OSP)

DEPARTMENT: Office of Sponsored Programs
IMMEDIATE
SUPERVISOR: Manager, Self-Support Programs (OSP)

POSTING DATE: 03/11/2020

CLOSING DATE: Open Until Filled

SALARY: $15.75 per hour
Part-time 20 hours/week during time that school is in session; may work up to 40 hours during intercessions as needed.
Non-benefited

EXEMPT STATUS: Non-Exempt (Hourly)

GENERAL NATURE OF POSITION:
The SJSU Research Foundation Office of Sponsored Programs (OSP) partners with the SJSU Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. OSP serves as the central coordination point for all grants and contracts and self-support programs, and works closely with Principal Investigators (PIs) to ensure compliance with Federal, state, and institutional policies.

As a member of the OSP team, this position provides clerical and administrative support to the Office of Sponsored Programs in compliance activities pertaining to sponsoring agencies' regulations as well as guidelines for self-support programs. Flexibility and availability to work assigned hours is important.

ESSENTIAL DUTIES & RESPONSIBILITIES:
1. Scan, save and upload grant and contract plus self-support programs related documents, including accounts receivable invoices in account folders; scan and save Independent Contractor (IC) agreements, requisitions, conflict of interest and other documents.
2. Prepare requisitions for San Jose State University invoices.
3. Perform data entry.
4. Prepare memo and send to principal investigator (PI) for new account, change of record and close account.
5. Log in all coming requisitions, IC agreements, Travel requests and reimbursements, employee appointments forms, before submitting to AP and HR.
6. Assist in preparing and routing change of account and closing account documents for grant and contracts, via DocuSign, as well as for self-support programs.

7. Drive electric carts for, among other things, mail runs or to take employees and/or guests to the SJSU campus and to downtown locations.

8. Performs other duties as assigned, including but not limited to, assisting the Manager of Self Support Services and Grants and Contracts Managers and their support staff during annual audits or other agency audits.

INTERPERSONAL CONTACTS:
1) Reports to the Manager, Self-Support Services OSP.
2) Interacts with staff San Jose State University Research Foundation; San Jose State University and external clients, including Principal Investigators (PI’s).
3) Works closely with Sponsored Programs Managers.

SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS:

1) Education and Experience
   • Must be a student properly enrolled and in good standing at either SJSU or another institution of higher learning, actively pursuing their Bachelor’s degree. An AA degree highly preferred.
   • Must have 1.5 to 2 years of college.
   • At least 1 year of general office experience (including typing, word processing, filing, email, phone, and fax communication) is highly preferred.

2) Knowledge, Skills, Abilities required
   • Strong attention to detail and good organizational and administrative skills.
   • Good working knowledge of MS Word, Excel.
   • Effective interpersonal, verbal, and written communication skills.
   • Ability to work effectively with all people at all levels of the organization.
   • Ability to be punctual at the start of the work day, and able to end daily projects.
   • Strong analytical, organizational and planning skills.
   • A valid California Drivers’ license and clean driving record is preferred. Will be asked to attend and pass the CSU driving course.

3) Complexity of Duties
   • Work flow operates under deadlines.
   • 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.

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 or stand for extended periods of time.
   • Visual acuity associated with concentrated computer use.
May also be required to walk/travel across campus to other offices or buildings on and off the main campus.

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: OSPSA 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.