San Jose State University Research Foundation

<table>
<thead>
<tr>
<th>Position:</th>
<th>Project Coordinator</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Research will be done under the auspices of the Psychology department at San Jose State University</td>
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<tr>
<td>IMMEDIATE SUPERVISOR:</td>
<td>Project Director</td>
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<tr>
<td>POSTING DATE:</td>
<td>8/8/2019</td>
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<tr>
<td>CLOSING DATE:</td>
<td>8/15/2019</td>
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<tr>
<td>SALARY:</td>
<td>Negotiable based on experience DOQ/E (Salary based on background, experience, and qualifications) Full Time Exceptional Benefits for Employees and Eligible Dependents: A range of PPO and HMO selections, dental insurance, vision insurance, employer retirement account contribution of 7%, and subsidized post-retirement medical benefits for qualified employees.</td>
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<td>EXEMPT STATUS:</td>
<td>Non Exempt (Hourly)</td>
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GENERAL NATURE OF POSITION:

The Psychology Department at San Jose State University is involved in collaborative research efforts with civil service scientists from the Aviation Development Directorate at the NASA Ames Research Center in Mountain View, CA. We seek a full-time employee to build a Historical Research Library of reports and materials complied for the CCDC/AvMC/Aviation Development Directorate-Ames.

Our work environment is very open, collaborative and welcoming. We believe that fostering a comfortable workplace for everyone is important! Our team values a healthy approach to our work and maintaining a balanced work-life schedule. You will contribute to our wide diversity of skills and incorporate new ideas into our environment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

a) Create an organized system for the research library for a collection of materials for research purposes.
b) Coordinate the collection of materials using M3 Library software.
c) Propose new techniques to improve organization and productivity. Provide assistance to researchers needing specific materials from the research library. Develop procedures and workflows to support the Library and Archives.
d) Oversee daily management and monthly inventory of research library.
e) Evaluate literature relevant to the collection goals and maintain existing research materials.
f) Support research team in knowledge of material via documentation of topics of research in the collection.
g) Create and maintain comprehensive project documentation of the research literature.
h) Build and manage a record of drafted drawing of past project development for archives.
i) Update and maintain office promotional materials/announcements.
j) Design promotional materials.
k) Create budget proposals for office maintenance, supplies, and updates to the work area.
l) Coordinate conference room scheduling.
m) Support event coordination activities when hosting distinguished guests.
n) Capture and distribute weekly staff meeting minutes to management.
o) Other duties and tasks as assigned.

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

QUALIFICATIONS:

1) **Education and Experience:**
   - BA in Business Administration or related field is required.
   - 1 year experience in collection of materials for producing a research library using M3 Library software. (preferred)
   - At least 1 years of experience Digital archiving, including scanning and logging materials electronically (preferred)
   - A minimum of 1 years of experience with Mandarin M3 Library Software required to maintain catalog of archive.
   - At least 1 year of experience working effectively in interdisciplinary research teams preferred.

2) **Knowledge, Skills, Abilities required:**
   - Project management skills to include time management and task prioritization (preferred).
   - 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.
   - Ability to create budget proposals for office supplies and equipment.
   - Ability to work in teams effectively and efficiently.
   - Ability to speak and write effectively.
   - Ability to work effectively in a culturally and organizationally diverse research team.
   - Strong interpersonal skills required.

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:**
   - Frequent and ongoing use of a computer terminal to conduct a variety of the more advanced clerical functions and communications.
- Periodic regular lifting, walking, and carrying of files, documents and other related materials.
- Strength, dexterity, and coordination and/or ability to use a computer keyboard and tablets (e.g., iPads), and read a video display terminal on a regular basis.
- 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.

5) BENEFITS:

The comprehensive benefit package includes:

a) Nine 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)

SUPERVISORY RESPONSIBILITIES:

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

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/open/Employment%20Application%20Form_new.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, 4th 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 Project Coordinator
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation:

The San Jose 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.