San Jose State University Research Foundation

Position: Student Assistant, Risk Management

<table>
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<tr>
<th>DEPARTMENT:</th>
<th>Finance &amp; Accounting.</th>
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<tr>
<td>IMMEDIATE</td>
<td>Risk Management Manager</td>
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<tr>
<td>SUPERVISOR:</td>
<td></td>
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<tr>
<td>POSTING DATE:</td>
<td>11/5/2019</td>
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<tr>
<td>CLOSING DATE:</td>
<td>Open until Filled</td>
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<tr>
<td>SALARY:</td>
<td>$15.00 per hour,</td>
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<tr>
<td></td>
<td>Part-time: 20 hours/week during time that school is in</td>
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<tr>
<td></td>
<td>session; may work up to 40 during intercessions,</td>
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<tr>
<td></td>
<td>depending on funding. Non-benefited, mandatory benefits</td>
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<td>EXEMPT STATUS:</td>
<td>Non Exempt (Hourly)</td>
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GENERAL NATURE OF POSITION:
The Finance and Accounting Department of the San Jose State University Research Foundation provides financial and administrative support services to researchers. These services include Purchasing, Accounts Payable, Accounts Receivable, Cashiering, Property, General Ledger, and Risk Management.

The Risk Management department is responsible for the management of organizational risk and reporting, general liability and property loss claims as well as organizational insurance programs including the purchasing of travel insurance. Risk Management oversees the third party administrator relationship as it pertains to claims management and directs, oversees, and manages all general liability and property insurance issues that may expose the Research Foundation to litigation or insurance claims. As a member of the Finance and Accounting team, this position will be responsible for providing administrative support to the Finance and Accounting department, performing tasks assigned by the Risk Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Risk Management (including Business Services/Records Retention)

   Under the guidance of the Risk Manager, employee assists in the following:

   a) Assist with various report preparation and auditing (financials, travel, work study, census, reports etc.)
   b) Assist with the review, analysis, and processing of contract and/or insurance or other requests via regular communications with RF management, the California State University Risk Management Authority, and University Faculty/Staff.
c) Assist with review and development of Standard Operating Procedures and/or process improvements.
d) Assist with developing and reviewing of business services and Risk Management customer service presentations.
e) Assist with continuous development, transition to, and maintenance of the cloud based records retention system (On Base).
f) Document filing and delivery of records
g) Performs other projects and duties as assigned.

INTERPERSONAL CONTACTS:
1) Reports to the Risk Manager.
2) Works and interacts with department staff and managers, other central office co-workers and University faculty.

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 a bachelor’s degree. An associate’s degree is preferred.
   • Must have (2) years of college.
   • Some previous office experience, accounting and records management and/or risk management is strongly preferred.

2) Knowledge, Skills, Abilities Required
   • Good customer service skills.
   • Problem solving and analytical skills.
   • Working knowledge of current computer system and office automation equipment.
   • Ability to organize work, set priorities and meet critical deadlines with little supervision.
   • Ability to work effectively and maintain working relationships with others.
   • Effective interpersonal, verbal, and written communication skills.
   • Ability to be punctual at the start of the work day, but flexible during core office hours.

3) Complexity of Duties
   • Works on a variety of problems that on occasion may be complex where analysis of data or solutions will require evaluation of various factors.
   • Work flow operates under stringent deadlines.
   • Works independently under general supervision following established policies, procedures, and practices.
   • Work is subject to regular checks and review to ensure compliance with procedures. Must complete work under strict time and date deadlines.
   • Must be available to work overtime as requested.
   • Failure to achieve results is normally capable of being overcome without serious effect on schedules and programs.
4) Physical Requirements
- Work is performed in a shared office. Operation of basic office equipment and programs is essential.
- Must be able to operate a PC including mouse and keyboard.
- Ability to perform heavy data input.
- Must be able to sit for extended periods of time.
- Must be able to pull out heavy file drawers.
- Must be able to operate a telephone hand or headset

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 SA Risk Mgmt.
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.

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.