San Jose State University Research Foundation

Position: Student Assistant, MTI

DEPARTMENT: Mineta Transportation Institute

IMMEDIATE SUPERVISOR: Deputy Executive Director

POSTING DATE: 10/21/2019

CLOSING DATE: Open Until Filled

SALARY: *Range: 18.00 -$22.00 per hour
*Part time, non-benefited position (mandatory benefits only apply)
*Maximum 20 hours/week during time that school is in session; may be asked to work up to 40 hours during intercessions, depending on funding availability.

EXEMPT STATUS: Non Exempt (Hourly)

GENERAL NATURE OF POSITION:
At the Mineta Transportation Institute (MTI) at San Jose State University, our mission is to increase mobility for all by improving the safety, efficiency, accessibility, and convenience of our nation's transportation system. Through research, education, workforce development and technology transfer, we help create a connected world. At MTI, we efficiently connect people, ideas, and results. MTI provides the highest-quality support for surface transportation researchers, planners, managers, educators, and elected officials, all filtered through the lens of our urban academic home in the heart of Silicon Valley, San Jose State University.

The Mineta Transportation Institute is looking for an energetic, multi-skilled Student to assist with research administration and report publication processing. The ideal candidate will be a team player who is innovative, flexible, trustworthy and transparent in assisting with the organization's day-to-day research administration needs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1) Ensure MTI research program activities and grant requirements are implemented successfully.

2) Assist in the report publication process from peer review through publication. Formatting final research publications and reports using InDesign software. Proofing of final publications (research publications, newsletters, etc).
3) Blinding and redacting peer review comments and information from research publications.
4) Issuing and processing MTI research contracts (over 100).
5) Processing, filing, and tracking requisitions.
6) Maintaining and updating the MTI contacts database.
7) Distribute research publications, per the federal grant reporting requirements.
8) Perform general office duties, as required.
9) Perform other related duties as assignment by the Executive Director and/or Deputy Executive Director and Director of Research.

INTERPERSONAL CONTACTS:
1) Reports to the Deputy Executive Director.
2) Interacts with faculty, researchers, and staff.

SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS
1) Education and Experience
   • Bachelor’s degree required.
   • Two or more years general office experience required. One or more years of previous experience or familiarity with software applications and databases preferred.
   • Must be a student properly enrolled and in good standing at either SJSU or another institution of higher learning; actively pursuing a graduate degree.
   • Must maintain a GPA in a manner that conforms to ongoing pursuit of higher education credentials.

2) Knowledge, Skills, Abilities Required
   • Ability to work independently, prioritize, organize, problem solve, be creative and exercise good judgment with minimal supervision.
   • Strong organizational skills including attention to detail and ability to multi-task.
   • Strong time management skills and ability to prioritize a large volume of tasks.
   • Knowledge of computer programs including MS Word, including MS Word styles, and Excel. Knowledge of Power Point is useful.
   • Good knowledge of Adobe (Photoshop; InDesign; Illustrator; Acrobat).
   • Basic financial logic and ability to manage and track budgets. Incumbent will track requisitions and match them to the budget.
   • Ability to communicate effectively in writing, in person and by telephone.
   • Excellent interpersonal skills including experience building and maintaining relationships with diverse network of individuals and organizations.

3) Complexity of Duties
   • Works on a variety of tasks requiring planning, organization and problem solving.
   • Works under general supervision on specific assignments following established policies, procedures, and practices.

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.

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 RCMTI
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.