San José State University Research Foundation

Position: Project Assistant (Path to Expungement mentoring program)

DEPARTMENT: Department of Justice Studies
College of Health and Human Sciences (CHHS)

IMMEDIATE SUPERVISORS: Program Manager

POSTING DATE: 5/7/2019

CLOSING DATE: 5/14/2019

SALARY: Range: $24.00 to $29.00 per hour, DOQ/E
Full time (40 hours/week), Benefited

EXEMPT STATUS: Non-exempt (Hourly)

GENERAL NATURE OF THE POSITION:

The Path to Expungement (P2E) mentoring program is part of the Record Clearance Project (RCP) at San Jose State University. P2E involves a team of mentors, staffed by student assistants, to help clients receive needed services to move forward in their lives. Duties start while clients are in custody and continue upon release.

The P2E Project Assistant will assist with administrative operations of the P2E and perform duties, as noted below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1) Provides assistance and administrative support to Administrative Coordinator and Lead Mentor on range of mentoring program tasks, including:
   • Case management, record-keeping, data collection, analysis and reporting, as directed.
   • Support to mentoring staff to facilitate service linkages are made and recorded.
   • Assist Administrative Coordinator in preparation of monthly reports regarding P2E services, with required data.
   • Assist mentors and student assistants in entering data following client appointments and contact efforts, as needed
   • Help track calendaring of key events regarding eligibility for expungement and inform legal services team regarding upcoming eligibility.

2) Client/community relations:
   • Assist with logistics for presentations regarding record clearance and P2E services.
   • Assure prompt, accurate response to client and community inquiries for services, as delegated.
   • Attend meetings with reentry community regarding mentoring / service linkage work, as requested.
   • Support mentors as they help clients provide community service events to bolster their future expungement petitions in court.

3) Financial and account management
   • Assist Program Manager in handling financial and account record-keeping and invoice payment, as requested.

4) Help coordinate teaching support for students in P2E internship class.
   • Upon request, assure that workshops are staffed by advanced students.

5) Other duties as assigned by the Program Manager.

INTERPERSONAL CONTACTS:

• Reports to the Program Manager.
• Interacts with internal office staff and students on a daily basis. Also interacts, as appropriate, with SJSU faculty and staff, as well as County government representatives and other non-profit agencies.
QUALIFICATIONS:

1) Education and Experience:
   a) Familiarity with SJSU Record Clearance Project preferred.
   b) Bachelor’s degree (or higher) in legal studies, social work, public administration or equivalent is preferred. At least AA level degree required.
   c) Minimum of 1+ years related experience preferably with justice-involved individuals, desired.
   d) Minimum of 1+ years related experience working in a diverse, multi-cultural setting is required.
   e) Experience working in self-directed, high initiative-low supervision environments is preferred.

2) Knowledge Skills and Abilities:
   a) Outstanding organizational and time management skills, including knowledge of database management and reporting.
   b) Knowledge of issues affecting justice-involved people, including low-income communities and/or communities of color.
   c) High level of professionalism and attention to detail.
   d) Ability to maintain confidential, sensitive information.
   e) Excellent oral, written and interpersonal communication skills.
   f) Ability to work collaboratively in a team setting with students and community members.
   g) Fully proficient and experienced in Microsoft applications (Word, Excel and G-mail).
   h) Able and willing to deliver friendly, courteous, prompt assistance to team, clients and public
   i) Strong interpersonal skills and multicultural competencies.
   j) Ability to speak and write in English and one of the following languages: Spanish or Vietnamese is desired.
   k) Ability to collaborate with people from many academic disciplines, cultures and nationalities.

3) Complexity of Duties.
   a) Works on projects where analysis of data or solutions requires an evaluation of various factors.
   b) Works with minimal direction on assigned projects/programs.
   c) Works on a variety of projects at any given time – multi-task.
   d) Ability to work both individually as well as in a group/team effort.
   e) Work has high impact on department’s ability to provide effective client service and ability to meet deadlines.
   f) Evening and/or weekend work may be required at various times throughout the year.

4) Physical Requirements:
   a) Typical office environment and equipment, including sitting or working at a computer terminal for long periods of time.
   b) Operation of basic office equipment including PC and programs is essential.
   c) Ability to navigate jail facilities required.
   d) Valid California driver’s license and a good DMV record is required.

PLEASE NOTE: This position is considered a “sensitive” assignment by Research Foundation and CSU policy. Consequently, an offer of employment for this position is strictly contingent upon the successful applicant undergoing and successfully completing the Live Scan (fingerprinting) process.

SUPERVISORY RESPONSIBILITIES:

None, though will be asked to guide, direct, or assign activities of the Service Delivery Team, including student assistants.

5) Benefits

The comprehensive benefit package includes:
   a) Nine health insurance plans to choose from
   b) Free dental and vision for employee and eligible dependents
   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

APPLICATION PROCEDURE

To apply for this position, an applicant is required to submit a formal application for employment, as well as a resume and a letter of interest. 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%201-10-18%20pdf.pdf

The employment application may also be obtained from the Research Foundation through its web site 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). In-person applicants will be provided a formal employment application to fill out. Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code PASST
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

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.

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A background check (including a criminal records check) must satisfactorily be completed 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.