

San José State University Research Foundation

Position: Project Coordinator

DEPARTMENT:	Office of Provost/Engineering (Department of Education Grants)
IMMEDIATE SUPERVISOR:	David Parent, Professor, Electrical Engineering, <i>Project Engineering Success</i>
POSTING DATE:	October 11, 2021
CLOSING DATE:	Until Filled
SALARY:	\$25.00 – 28.00 per hour
EXEMPT STATUS:	Part-Time (50%), Hourly, Benefited

GENERAL NATURE OF POSITION

The project coordinator will coordinate and provide oversight to various financial and operational activities involved with implementation and performance of a grant funded by the U.S. Department of Education, from inception to completion. Those activities include, but are not limited to, effective monitoring, oversight, and tracking of grant expenditures.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Provides direction, oversight, and day-to-day coordination of project operations of both grants with the project leadership, faculty, and staff to implement the project. Coordinates operational functions for administering the grant, financial and non-financial.
2. Discusses and appropriately implements program requirements and sources of funds available with administrative personnel.
3. Directs and coordinates evaluation and monitoring of grant-funded programs. Actively assists in developing evaluation methods and strategies.
4. Develops, oversees, and tracks annual budget for each of the grants, and assists with budgeting and compliance documentation.
5. Coordinates and implements events and activities on and off campus and ensures compliance with all appropriate protocols for holding such events, including securing program insurance.
6. Maintains communication with partner institutions and evaluation agency.
7. Maintains financial records to ensure compliance with program regulations and for auditing purposes.
8. Ensures compliance and adherence with University policies, regulations and guidelines.

9. Coordinates and assembles the submissions of the required U.S. Department of Education reports including quarterly and annual reports.
 10. Performs other duties, as assigned
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INTERPERSONAL CONTACTS

- Reports to the project director.
 - Interacts with the San José State University Research Foundation (SJSURF) staff, including student assistants and civil service staff, on a daily basis.
 - Interacts with faculty and staff from partner institutions and evaluator: Gavilan College, San José City College, and WestEd
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SUPERVISORY RESPONSIBILITIES

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

QUALIFICATIONS

1) Education and Experience

- Bachelor's degree in education, counseling or engineering or related field required.
- Three years of experience in grant administration or other coordination.

2) Knowledge, Skills, Abilities Required

- Highly organized, self-motivated, and ability to think critically required.
- Extremely self-motivated; able to find opportunities for improvement and tackle them without external direction required.
- Methodical and detail oriented, with solid analytical skills and problem-solving ability required.
- Capacity and willingness to adopt new methodologies and skills in line with core responsibilities required.
- Willingness to share knowledge and skills, as well as willingness/ability to help train colleagues required.
- Excellent written and oral communication skills required.
- Ability to work effectively and efficiently in culturally and organizationally diverse research teams required.
- Strong interpersonal skills required.
- Solid skills in the use of computer word-processing and database programs (i.e. Microsoft Office: Word, Excel; Power Point; Google docs; Google program applications).

3) Physical Requirements

- Must be able to operate a PC including a mouse and keyboard.
- Must be able to operate office equipment.
- Must be able to use a telephone and/or headset.
- Must be able to carry, lift, push, and pull materials and objects of up to 25 lbs. occasionally.
- Must have access to and furnish own transportation; a clean DMV record is required. Will be requested to successfully complete SJSU's Driving course.
- Must successfully complete the Live Scan (fingerprinting) background check.

4) Complexity of Duties

- Exercise independent judgment in the coordination and completion of a diverse set of concurrent tasks, including leading specific research and/or project coordination efforts.
- Works on projects where analysis of data or solutions requires an evaluation of various factors.
- Works with minimal direction on assigned projects/programs.
- Works on a variety of projects at any given time – multi-task.
- Ability to work both individually as well as in a group/team effort.

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.

BENEFITS

The San José State University Research Foundation (SJSURF) provides an excellent benefits package to benefited employees. **The comprehensive benefit package includes:**

- a) Ten company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) 13 paid federal and state holidays.
- e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.
- h) Paid training and professional development conferences.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons.

New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee's job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

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 is located on the SJSURF website on the [Forms page](#). **Due to the COVID-19 health crisis, all candidates must submit their application materials to foundation-jobs@sjsu.edu.**

Please address your formal application, your resume, and your letter of interest directly to:

San José State University Research Foundation
Attn: HR/Job Code: **PROJ COORD ENG**
E-mail: Foundation-jobs@sjsu.edu

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.

PLEASE NOTE: This position is considered a “**sensitive**” position by SJSURF and CSU policies. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of employment. This background check must be completed **before** the actual start of employment.

REASONABLE ACCOMODATION

The San José State University Research Foundation (SJSURF) 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.

ABOUT THE SJSU RESEARCH FOUNDATION

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José 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.

SJSURF 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.