San José State University Research Foundation

**Position:** Student Assistant, Administration

**DEPARTMENT:** Administration

**IMMEDIATE SUPERVISOR:** Executive Assistant, SJSU Research Foundation

**POSTING DATE:** December 13, 2021

**CLOSING DATE:** Open Until Filled

**SALARY:** $16.50 per hour

**EXEMPT STATUS:** Part-time (50% FTE), Hourly, Mandatory benefits only

**GENERAL NATURE OF POSITION**
As a member of the executive office administration team, this position provides exceptional customer service to the SJSU Research Foundation staff, SJSU faculty, clients, customers, vendors, and guests. The student assistant will perform a variety of administrative and support activities. Flexibility and availability to assigned hours is important. Must have a valid California driver’s license.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Assist with the following office management tasks:
  - **Office supplies:** order and track office supplies, keep the office supply cabinet and copier areas neat and orderly
  - **Kitchen:** order and replenish kitchen items (beverage stations, cleaning supplies, office snacks, etc.)
  - **Facility and tenant relations:** receive, route, and track incoming facility and parking garage maintenance requests
  - **PPE Stations:** order, pick-up and replenish PPE items (face masks, cleaning supplies, gloves, etc.)
  - **On boarding and off boarding:** create name plate, clean office, provide office key (if needed), add to team shared folder and Google group, email welcome gift card, provide welcome swag
  - **Office furniture:** obtain proper approvals, place and track order, coordinate with IT.
  - **Vendors:** point person for the Shred Bin and coffee and water vendors.
- Assist with monthly expense reconciliation.
- Assist with meeting and event preparations.
- File and maintain records and all documents in a confidential and professional manner.
- Prioritize and complete assignments and special Administration projects, as directed.
- Share front desk and receptionist duties on an as needed basis.
- Other tasks or assignments, as appropriate.
INTERPERSONAL CONTACTS

• Reports to the executive assistant
• Frequently interacts with all levels of both internal and external customers and clients, including the general public

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

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.
• Must have (2) years of college.
• At least 1 year of general office experience (including typing, word processing, filing, email, phone, and fax communication) is highly preferred.

Knowledge, Skills, Abilities Required

• Ability to type at least 45 WPM.
• Ability to use initiative and sound independent judgment within established guidelines.
• Ability to organize work, set priorities and meet critical deadlines with little supervision.
• Must possess solid interpersonal skills and maintain cooperative working relationships with all levels of clients and customers, internal and external.
• Must possess solid communication skills, both written and verbal.
• Knowledge of computer software applications (Google Workspace and MS Office, Word, Excel, PowerPoint)
• Attends all work shifts on time and is available to fill in for absences, as appropriate. Must be flexible as to their work schedule.

Complexity of Duties

• Works under general supervision on specific assignments following established policies, procedures and practices.
• Work is subject to regular checks and review to ensure compliance with procedures.
• Failure to achieve results is normally capable of being overcome without serious effect on schedules and programs.

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
• Must have a valid California driver’s license, proof of insurance and good driving record.

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. Additionally This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment.
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: ADM STD ASST
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.

REASONABLE ACCOMMODATION
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.