San José State University Research Foundation

**Position:** IT Research Support Specialist

**DEPARTMENT:** Wildfire Interdisciplinary Research Center

**IMMEDIATE SUPERVISOR:** Project Director

**POSTING DATE:** October 13, 2022

**SALARY:** $38.46-$44.71 per hour

**EXEMPT STATUS:** Part-Time (10% FTE), Hourly, up to 4 hours per week, non-benefited (mandatory benefits only).

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**GENERAL NATURE OF POSITION**

The Wildfire Interdisciplinary Research Center (WIRC) at San José State University (SJSU) is looking for an IT research support specialist to assist with growing technical needs of the center. The specialist will assist with the general IT operational needs of the center administration, as well as specific needs related to the WIRC-funded projects. In the context of the operational needs of the center, this person will be responsible for maintaining official center websites hosted on the SJSU content management system, as well as outside of it, on commercial web platforms such as Weebly, GoDaddy, and other similar platforms. The specialist will assist in collecting information about center events, projects, grants, and center publications, and updating documentation on the center websites. As a part of support of WIRC research grants, the specialist will assist in assimilating technology requests of various vendors, researchers and users. They will also assist in designing hardware and software solutions used by the center, as well as acquisition and implementation of IT solutions. The IT support will contribute to cutting-edge projects leveraging high-performance computing, numerical modeling, and data assimilation methods to investigate wildfire phenomena and create new fire models.

WIRC at SJSU is dedicated to the advancement of the state of the wildfire science by interdisciplinary research targeted at the needs of industry partners, such as Forest Service, utility companies, insurance industry, and national labs. The research project conducted at WIRC aims at integrating new research into the operational applications by extending scientific knowledge and building new tools. This IT support position will be located in California at San José State University. The ideal candidate will have strong expertise in data center operations, high performance computing, networking, hardware components, as well as an engineering background in fluid mechanics and modeling. Basic programing skills in HTML, python, Jupyter and/or scripting languages is required. Good communication skills and the ability to serve as liaison between research faculty and IT vendors are required. The IT specialist will have to demonstrate the ability to work in a fast paced, high-growth research environment requiring exceptional organizational and time management skills.
ESSENTIAL DUTIES & RESPONSIBILITIES

1. Maintain center websites, collect relevant information, and keep organization websites up to date.
2. Support WIRC research faculty in designing, and implementing IT solutions.
3. Collect and maintain technical documentation and assist in acquisition and deployment of IT hardware.
4. Leverage operational data center knowledge to assist in building efficient HPC environment for the WIRC-funded research projects.
5. Communicate and coordinate with principal investigators on the status of IT projects, as well as regular updates on the center level IT activities.
6. Work with other WIRC scientists and collaborators to support various wildfire projects funded by federal, state, and private organizations.
7. Develop simple tools assisting in IT infrastructure monitoring and management.

INTERPERSONAL CONTACTS

The IT research support specialist is a part of the Wildfire Interdisciplinary Research Center (WIRC) at SJSU and the candidate will interact regularly with other WIRC leadership team, scientists, and collaborators to support various wildfire projects.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Education and Experience

- Knowledge of basic programming, programming languages and scripting such as HTML, python, Jupyter.
- Strong experience with web management using HTML tools as well as commercial content management systems.
- Engineering background in fluid mechanics, research modeling.
- Knowledge of hardware components used in HPCs such as processors, rendering systems, networking technologies.
- Knowledge of the data center operations.
- Experience with IT implementation projects requiring understanding of hardware and software systems.
- Experience in working with IT vendors on a wide range of HPC and/or networking projects
- Ability to work in a fast paced, high growth research environment.
- Excellent time management skills and professional experience working in fast-paced environments focused at rapid growth
- Applicants will be evaluated based on experiences and satisfactory references regarding work habits, professionalism, and attitude. We encourage applicants of varying backgrounds to apply.
Complexity of Duties

- Computer and data analysis

Physical Requirements

- N/A

**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.

**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. Additionally, all employees are required to have booster shots and provide proof to SJSU by 02/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. 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 formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to foundation-jobs@sjsu.edu.** Please add IT RSS to the subject line of the email.

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.