

# SJSU | RESEARCH FOUNDATION

## Position: **Sponsored Programs Analyst, MLML** **(Pre and Post Award)**

**DEPARTMENT:** Office of Sponsored Programs (OSP)

**IMMEDIATE SUPERVISOR:** Associate Director, OSP

**POSTING DATE:** July 13, 2018

**CLOSING DATE:** Posted Until Filled

**SALARY RANGE:** \$48,000 - \$55,000 DOQ/E  
Full Time  
Benefited

**EXEMPT STATUS:** Exempt

---

### GENERAL NATURE OF POSITION:

The SJSU Research Foundation Office of Sponsored Programs (OSP) partners with the SJSU Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. OSP serves as the central coordination point for all grants and contracts, and works closely with Principal Investigators (PIs) to ensure compliance with Federal, state, and institutional policies.

As a member of the Office of Sponsored Programs (OSP) team, the Analyst will be a liaison for the Pre-Award and Post-Award teams by assisting the Sponsored Programs Managers with requests for external funding and contracts and grants administration for **Moss Landing Marine Laboratories (MLML) and SJSU Colleges**. This position is responsible for ensuring efficient and accurate communication between SJSURF administration and SJSU and MLML staff, faculty, and researchers.

Depending on the demand for service, this position is scheduled to work 2 days per week at the SJSURF Central Office, located in downtown San Jose, California, 2 days per week on site at the MLML campus in Moss Landing, California, and 1 day per week and on campus at San Jose State University, located in downtown San Jose, California. Schedules are subject to change when attendance is required for mandatory meetings, and training sessions.

The position will work directly with SJSURF staff, the SJSU Office of Research, SJSU faculty, staff and administrators and with the respective MLML's administrators, faculty, researchers, and staff. The Sponsored Program Analyst (SPA) may assist with all activity phases throughout the life cycle of external funding, including proposal and budget development and submittal, award processing, and fiscal administration of external funding.

---

### ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist the SJSURF Sponsored Programs Managers with daily pre-award functions, including but not limited to preparation, routing, and submittal of proposals for external funding, and processing of incoming awards. Assist with creating basic to complex multiyear budgets that are consistent with Job Code \_\_\_\_\_

objectives stated in proposal narratives as well as the policies of the university, SJSURF, and sponsoring agencies.

2. With oversight from the Sponsored Programs Managers, provide exemplary customer service to MLML and SJSU Colleges administrators, faculty, researchers and staff by appropriately responding to policy and procedural questions, providing pre-award and post-award assistance with expedient follow-up, and problem resolution.
3. Assist faculty to fill out forms for expense reimbursement, travel claim, paying vendors, student scholarship and stipend award; complete the appointment forms, new hire paper work. In some cases, assist in arranging travel plan for research related projects.
4. Assist the SJSURF Sponsored Programs Managers with daily post-award functions such as preparing effort reports, follow up with principal investigator on progress reports due, process project expenditures related to Human Resource (hiring employee), payroll (time sheets) and accounts payable (reimbursement or payment to vendors), help follow up on cost share documentation, assist in monitoring subcontracts and other post-award administrative related duties as assigned.
5. Assist the Office of Sponsored Programs Management Team as needed.

---

**INTERPERSONAL CONTACTS:**

- Reports to the Associate Director of OSP. (dotted line to Sr. Sponsored Programs Manager Leads)
- Interacts with the AVP Research, ADR for Office of Research, College of Science and MLML administrators, faculty, researchers, SJSURF, SJSU, and sponsors' staff on a regular basis.

---

**QUALIFICATIONS:**

**1) Education and Experience**

Bachelor's degree required

Minimum one year experience in a progressively responsible pre-award or post-award contracts and grants position at a foundation, university, or other non-profit organization is preferred.

1-2 years of experience in budget preparation and accounting is required; familiarity with contracts, electronic research administration, or with science and engineering fields would be a plus.

**2) Knowledge, Skills and Abilities required**

- a) Knowledge and understanding of pre-award and post-award administration, government relations and principles applicable to contracts and grants.
- b) Knowledge of current computer and office automation equipment and software required. Proficient in Internet research, MS Office, spreadsheets, or other applicable software packages.
- c) Knowledge of Adobe, Access, Cayuse and DocuSign preferred.
- d) Excellent communication and writing skills necessary.
- e) Excellent interpersonal skills to develop and maintain cooperative and productive working relationships with SJSURF colleagues, faculty, and representatives of various organizations and agencies.
- f) Demonstrated ability to cultivate and maintain positive working relationships with clients.
- g) Ability to prioritize tasks, to work independently, to maintain confidentiality, and to take initiative to improve upon current operations.

**Final 7.13.2018**

- h) Ability to work in a fast paced-environment and handle multiple deadlines, priorities, and tasks with diplomacy under pressure.
- i) Ability to be both an effective team member and team leader.
- j) Excellent judgment and independent, creative problem solving skills.
- k) Demonstrated ability to develop a basic budget.
- l) Familiarity with OMB Uniform Guidance, or similar regulations is preferred

**3) Physical Requirements**

- a) Must have a valid CDL along with a clean driving record.
- b) Must be able to operate a personal computer, including mouse and keyboard.
- c) Must be able to operate general office equipment.
- d) Must be able to sit and stand for extended periods of time.
- e) Must have visual acuity associated with concentrated computer use.

**4) Complexity of Duties:**

- a) Works on a variety of problems of complex scope where analysis of data or solutions requires an evaluation of intangible variance factors. Exercises independent judgment in developing methods and evaluating criteria for achieved results.
- b) Must be able to act on critical issues in an independent manner.
- c.) Must have multi-level cognitive thought process to determine accurate responses and information during work process.

---

**SUPERVISORY RESPONSIBILITIES:** No direct reports, but may assist with direction of student assistants or other junior staff members.

---

**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/open/Employment%20application%201-10-18%20pdf.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, 4<sup>th</sup> 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 **SPA MLML**.  
210 North 4th Street  
San Jose, CA 95112  
E-mail: [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu)

The Research Foundation provides excellent benefits package to benefited employees. Please visit <http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html> to get more details.

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.

**Final 7.13.2018**

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.