

**POSITION DESCRIPTION**

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| <b>Position Title:</b>      | <b>Administrative Assistant</b>   |
| <b>Department:</b>          | <b>Institute for Emancipatory Education (IEE), Connie L. Lurie College of Education</b> |
| <b>Reports To:</b>          | <b>Director, IEE and Co-Director, IEE</b>   |
| <b>Hiring Range:</b>        | <b>\$30-35 per hour (commensurate with experience)</b>                                  |
| <b>Exempt Status:</b>       | <b>Non-exempt, Part-Time Benefited (up to 30 hours per week)</b>                        |
| <b>Appointment:</b>         | <b>September 2024 – August 1, 2025</b>  |
| <b>Posting Date/Period:</b> | <b>9/27/2024</b>  |

As part of the University Advancement Division, the Tower Foundation is San Jose State University’s auxiliary organization dedicated solely to philanthropy. Tower assists with the development, investment, administration and banking of all SJSU philanthropic donations while building a culture of philanthropy among its alumni and the university community.

**POSITION SUMMARY**

The Institute for Emancipatory Education (IEE) at San José State University seeks to transform educational practice and research through community-driven collaboration. We sponsor a range of projects by affiliated faculty working in collaboration with students and community partners. Our activities for 2024-25 academic year will include developing a public clearinghouse of scholarship and practical tools and establishing itself as a hub for research-practice partnerships in the region. We are seeking an administrative assistant to help with projects including participant recruitment and communications, meeting and project activity scheduling, budget management, and other coordination tasks for IEE initiatives.

**Appointment: September 2024 to August 2025, including January break and summer. This position is temporary and grant funded through August 2025, with the possibility of renewal with future funding.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Include but are not limited to the following:

- Coordinate day-to-day administrative support for operational needs
- Developing and updating website, brochures, databases and calendars
- Communicating with project partners
- Budget monitoring and maintenance
- Overseeing project purchases, remuneration and reimbursements
- Preparing meeting agendas and taking meeting minutes.
- Planning and coordinating logistics for meetings and events, including room setup and catering
- Assisting the Director and co-Director with ad hoc administrative tasks
- Collaborate with the Academic Resource Office to ensure campus policies and procedures are followed

## QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

### **Knowledge, skills and abilities**

Demonstrated skills and experience in:

- Word processing, spreadsheet, conferencing and calendar applications (Microsoft Office and Google Suite)
- Organization and detail orientation
- Time management, multitasking, and flexibility
- Proactive approach to problem-solving and process improvement
- Past project coordination experience
- Administrative experience or similar experience in a public sector office setting
- Working independently and in collaboration with other administrative staff
- Communicating with various campus offices

## PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## APPLICATION PROCEDURE

To apply for this position, submit a resume, and letter of interest to [towerjobs@sjsu.edu](mailto:towerjobs@sjsu.edu)

A background check must be completed satisfactorily before any offers can be finalized.

The Tower Foundation offers an excellent benefits package including medical, dental, vision, life insurance, short and long-term disability, 403B retirement, vacation and sick leave.

### ***Tower Foundation is NOT a visa sponsoring organization***

Tower Foundation employment is separate and distinct from San Jose State University or State of California employment. Tower Foundation is an Equal Opportunity Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status, consistent with all applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.