

Position: K-12 Outreach Liaison

DEPARTMENT: College of Engineering

IMMEDIATE SUPERVISOR: Associate Dean, College of Engineering

POSTING DATE: December 4, 2015

CLOSING DATE: Open Until Filled

SALARY: Commensurate with qualifications and experience
Full time
Benefited

EXEMPT STATUS: Exempt

APPOINTMENT: Position is renewable each year, dependent on funding.

GENERAL NATURE OF POSITION: The College of Engineering is seeking a K-12 Outreach Liaison to provide tactical management and direction to the Project Lead the Way (PLTW) Summer Core Training Program. The incumbent will also oversee the Engineering Ambassador Program (EAP).

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Manage the College of Engineering’s PLTW Summer Core Training. Plan, implement, and manage logistics for PLTW Summer Core Training at SJSU, including registration, communications, contracting master teachers, classrooms reservations, housing, and dining. Organize, coordinate and communicate with PLTW-related partners (Bay Area schools, CA and National PLTW Org, CoE)
 2. Manage information and communications with PLTW schools. Develop and maintain relationships with key school administrators and officials, faculty and counselors of participating and prospective schools. Assist schools on becoming a PLTW school. Distribute critical information schools need for funding a PLTW program from national organization.
 3. Event planning. Plan, implement, and manage logistics for workshops, conferences, competitions, and other events for PLTW program.
 4. Procure and manage inventory of equipment and supplies for all PLTW-related activities identified above following PLTW and SJSU Research Foundation procurement procedures.
 5. Maintain a database of PLTW schools identifying key faculty, PLTW courses, schedule of training or workshops, and other related data. Provide regular status reports to the College’s Associate Dean and to PLTW Partners.
 6. Oversee the Engineering Ambassador Program (EAP) during the academic year, managing outreach requests from local PLTW K-12 schools. Hire EAP Student Assistants, provide training, schedule and approve hours, and supervise outreach activities to ensure a successful program.
 7. Participate in college events as needed.
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INTERPERSONAL CONTACTS: Reports directly to the Associate Dean, College of Engineering. Establishes relationships and maintains frequent and regular interactions with participating PLTW school administrators, officials, faculty, and counselors; Engineering Ambassadors.

QUALIFICATIONS:

1) Education and Experience:

B.A./B.S. degree

One or more years in a customer-service oriented position.

Experience in or demonstrated ability in event planning and logistics.

B.S. degree in math, science, engineering or teaching is a plus.

Experience with outreach programs for elementary, middle and/or high school, is also a plus.

2) Knowledge, Skills and Abilities required:

- Proficiency in: MS Word, Excel, PowerPoint . Ability to collect and manage information for up-to-date analyses.
- Ability to use existing technology to distribute and collect information for large groups.
- Excellent interpersonal communication skills, including written, oral, and presentation skills.
- Ability to develop and establish cooperative relationships with diverse, multicultural environments.
- Ability to learn specialized software, such as for registration, payment, and procurement.
- Strong customer service skills.
- Ability to multi task and effectively manage multiple work priorities, including organizing and planning projects and events.
- Ability to lead and direct individuals, student assistants, and others in undertaking assignments.

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 navigate uneven surfaces and carry materials.
- Must be able to drive own vehicle. Travel and interaction with Bay Area schools and districts (faculty and administrators).

4) Complexity of Duties

- Exercise independent judgment in developing methods and evaluating criteria for achieved results.
- 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 independently or in a group/team effort.
- Work has high impact on department's ability to provide effective customer service and ability to meet deadlines.
- Various evening and weekend work required throughout the year.
- Must be able to drive a vehicle to work locations; will be asked to provide proof of insurance and take a defensive driving online course.

APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation's web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

San Jose State University Research Foundation

Attn: HR/Job Code K-OL

210 North 4th Street

San Jose, CA 95112

E-mail: foundation-jobs@sjsu.edu

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SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION

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The SJSURF has implemented California State University Executive Order 1083 (<http://www.calstate.edu/eo/EO-1083.pdf>). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (<http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf>).

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.