Position Title: GIS Data Technician
Position Department: Transportation Solutions
FLSA Status: Non-Exempt
Full/Part-Time: Part-Time
Compensation: $16.00 per hour
Reports To: Transportation Solutions Department Manager

Click here to apply!

Associated Students Summary
Associated Students’ (A.S.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJISU students’ education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary
Under direction of Transportation Solutions (TS) Manager, the GIS Technician promotes alternative commute services and incentives in order to reduce the University population’s reliance on single occupant vehicles. Assists in development of TS Transportation Demand Management (TDM) programs, marketing strategies and material. Operates the department’s Geographic Information System (GIS) and maintains the TS Geodatabase. Responds to commuters’ inquiries, plans transit trips, performs data entry, and participates in outreach activities. Manage multiple databases and oversee their development. Works with the Associated Students’ General Services Center staff, other A.S. and SJSU departments, and occasionally outside agencies, and the public.

Essential Functions

Geographic Information Systems
Uses ArcGIS, MS Excel, and MS Access to perform various analyses such as network analysis of transit station accessibility, average travel distance to SJSU, bicycle and pedestrian service areas, proximity of students to Priority Development Areas and Highly Impacted Communities, and additional GIS research as requested by TS manager. Conducts research and synthesizes reports for marketing, grants, and TDM program decisions.

Database Management
The incumbent assists in maintaining databases that include the University SmartPass Clipper card, bicycle enclosures’ access keys, and regional transit discount passes transactions. Assists with preparing email lists for promotion of alternative transportation modes and the annual survey. Updates bike enclosure cages as needed.
Marketing & Outreach
Collaborates with different on-campus departments to organize and promote outreach activities. Actively engages with students and employees at tabling events and resource fairs. Demonstrates confidence in educating members of the University about sustainable transportation options getting to and from campus.

Customer Service
Provides customer service for transit, ridesharing, and biking. This includes responding to trip plan requests from commuters and providing them with detailed consultations on alternatives to driving alone in-person, by phone or email. Additionally, answers to inquiries about discounted regional transit passes, VTA SmartPass Clipper eligibility, and usage.

Administration
Assists with data entry for purchased discounted transit passes and bike enclosure key forms on a need basis. Maintains clean and well organized filling systems. Assists Supervisor in various tasks and projects such as updating TS website and survey operations, etc.

Knowledge, Skills, and Abilities
- Excellent oral and written communication skills.
- Possess strong problem solving and critical thinking skills.
- Maintain professionalism and positive attitude at all times while working and interacting with students, faculty and staff.
- Ability to work independently with little supervision and maintain confidentiality and respect for work and the work environment.

Work Environment, Hours and Physical Demands
- This job operates in an office environment and routinely uses standard office equipment.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office products or supplies, up to 40 pounds.

Required or Preferred Education and Experience
- Must be enrolled as a matriculated SJSU student.
- Minimum of one semester in a GIS course or equivalent work experience.
- Familiarity with urban transportation concepts, theories, and practices.
- Knowledge of local and regional transit systems and providers.
- Demonstrated knowledge of MS Access, Excel, and Word; and ArcGIS Pro.
- Knowledge of SQL and Visual Basic for Applications, is a plus

Notes to Applicants
This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.
Equal Employment Statement
Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

Applications
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

Deadline
The position will remain open until filled.

Click here to apply!