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**POSITION PURPOSE**
Under direction of the 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) communications, 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 outreach activities. Works with the Associated Students’ Marketing Dept., General Services Center staff, other A.S. and SJSU departments, and occasionally outside agencies, and the public.

**ASSOCIATED STUDENTS**
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 SJSU 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.

**EDUCATION / 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 Adobe Suite and MS Office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

I. **Geographic Information Systems (25%)**
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.

II. **Marketing (25%)**
Works with team members to create marketing strategies that include clear objectives to meet the department’s goals for increasing transit ridership. Develops and produces marketing material for alternative commuting (transit, ridesharing, and bicycle), including brochures, advertisements, posters,
flyers, social media campaigns, etc. Additionally, collaborates with AS marketing department on various projects such as producing web-based graphics, promotional videos, etc.

III. Outreach (15%)
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.

IV. Customer Service (15%)
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 Eco Pass Clipper eligibility, and usage.

V. Communication Skills (10%)
Demonstrates strong communication skills both verbally and in writing. Ability to produce clear and concise reports, emails, and program plans. Makes informational presentations to diverse groups of commuters in classrooms, orientations, special events, etc. Attends and represents TS at University committees, working groups, and public meetings. Assists with maintaining TS social media platforms including: Instagram, Facebook, and Twitter.

VI. Other Duties (10%)
Performs data entry for purchased discounted transit passes and bike enclosure key forms. 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, ABILITIES AND OUTCOMES:

- 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.
- Ability to lift 40 pounds and sit for extended periods of time.

GUIDELINES
This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

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 before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable
accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

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!