

POSITION DESCRIPTION

Position Title:	Postdoctoral Fellow for AI for Civic and Social Good
Department:	The Tower Foundation of San Jose State University
Reports To:	Vice Provost for Faculty Success
Salary:	\$79,000
Exempt Status:	Exempt, Full-Time Benefited
Posting Date:	6/18/2024

POSITION SUMMARY:

As Silicon Valley’s public university, San José State University (SJSU) has been at the forefront of the AI revolution. In alignment with our institutional values, we embrace a shared responsibility and commitment to ethical principles as we steward the holistic success of a diverse student body, faculty, staff, and the general public. Recognizing that a strong AI partnership between the university and the city is vital to the long-term health and vitality of downtown, SJSU and the City of San José have committed to a pilot project, “AI for Civic and Social Good,” to create an inclusive, public-service oriented AI and STEM workforce. This initiative focuses on AI-centered and AI-related applied research and strategies to effectively analyze and respond to the life of a robust city-university community in a manner that advances trustworthy AI and protects privacy, civil rights and civil liberties.

The Postdoctoral Fellow for AI for Civic and Social Good will lead the following activities for the pilot program, with the support of a graduate assistant: provide expertise to a minimum of 100 SJSU faculty and SJSU staff through professional development workshops, as well as individual and project consultations; facilitate the development and implementation of an AI microcredential in partnership with the Office of the Provost; and champion three collaborative projects between SJSU and the City of San José and integrate ethical AI education and tools into a minimum of five courses.

This is a 12-month appointment that may be renewable yearly, and is housed in the Office for Faculty Success. Funding for the role is organized by the Tower Foundation, SJSU’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.

DUTIES AND RESPONSIBILITIES include but are not limited to the following:

The Postdoctoral Fellow for AI for Civic and Social Good will:

- champion responsible AI practices across academic disciplines by creating and coordinating the delivery of professional development, coaching, and expertise to faculty and staff;
- lead responsible curriculum development and integration of responsible AI and AI-related tools across disciplines, creating pathways to address the AI talent surge and equipping graduates with the skills they need to tackle real-world challenges that impact the citizens of San José and beyond;
- implement and scale an AI micro-credential to prepare the faculty, staff, and students in the practical application of AI tools in an ethical and equitable manner that supports Civic and social good;
- provide leadership and thought partnership between the City of San José, community organizations, and industry to convene and implement responsible AI tools that benefit

society as a whole by bridging gaps between innovation and human well-being with a focus on eliminating bias, ensuring privacy, and supporting equitable implementation;

- foster AI applied research projects with the City that support thoughtful multi-disciplinary approaches that center equitable and inclusive development and access to AI benefits. Faculty and researchers will collaborate with City staff to co-create fieldwork and research opportunities that integrate experiential and project-based learning focused on solving civic and social challenges; and
- perform other duties as assigned.

QUALIFICATIONS:

The ideal candidate will have:

- strong understanding of generative AI tools and applications;
- knowledge of ethics and equity issues related to the use of generative AI;
- familiarity with applications of generative AI in higher education and civic contexts;
- competency in project management;
- demonstrated skills with MS Office (intermediate Excel and Word skills) and with email programs such as Gmail;
- excellent oral and written communications skills;
- ability to compose and deliver effective workshops, presentations, and reports, particularly for academic audiences;
- ability to handle multiple concurrent projects in a deadline-driven environment; and
- ability to work under time-sensitive deadlines with minimal supervision.

EDUCATION AND/OR EXPERIENCE

A doctoral degree in topics such as: science in technology studies; health informatics and health systems; ethical technology studies; geographic information systems education and research; the social implications of technologies in education, humanities, and social sciences; and/or the smart movement (smart government, smart cities, etc.). In addition, we welcome applicants with a minimum of 2 years experience with public- or privately-funded grant administration.

BENEFITS:

Tower Foundation offers highly-competitive benefits and compensation package. Benefits include comprehensive healthcare, paid vacation and sick leave, opportunities for continued professional development, and a 403B plan with company contributions after 12 months of employment.

APPLICATION PROCEDURE

To apply for this position, submit a letter of interest and CV to faculty-success@sjsu.edu. The priority deadline is Monday, July 22, though applications will be considered until position is filled.

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

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.