



**Working Title**

Department  
Job #  
Close Date:

**At Cal Poly Humboldt, bold hearts and open minds shape the future.**

Founded in 1913, Cal Poly Humboldt began as a small college for teachers. Today Humboldt has grown into a comprehensive university with rigorous science and liberal arts programs. Designated a polytechnic in 2022, Cal Poly Humboldt provides hands-on, impactful educational opportunities that lead to meaningful, measurable outcomes for the individual, for the state, and the world.

Cal Poly Humboldt is proud to have nearly 6,000 students of all backgrounds spread across 61 majors, 13 graduate programs, and 4 credential programs — all of whom contribute passion and creativity within their fields and set the stage for a future grounded in equity and sustainability. Hands-on learning, inspired teaching, ground-breaking research, and thought-provoking creative activity happen daily at Humboldt.

Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state.

Finding a better future is a task for the bold and open, the down-to-earth and visionary. Cal Poly Humboldt strives to cultivate these qualities in leaders, innovators, and scholars in every field.

**(Job #) Classification, Working Title, Hiring Range.** This is a temporary, full-time/part-time/intermittent hourly, benefited/non-benefitted, non-exempt/exempt, 12-month pay plan/10/12 pay plan (work 10 months of the year with pay and benefits over 12 months)/11/12 pay plan (work 11 months of the year with pay and benefits over 12 months) permanent position with a one-year/two-year probationary period in Department. *This position is an Administrator \_ in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information can be found at:* <http://www.calstate.edu/HRAdm/policies/mpp.shtml>. This position comes with a premium benefits package that includes outstanding vacation, medical, dental, and vision plans, life insurance, voluntary pre-tax health and dependent care reimbursement accounts, a fee waiver education program, membership in the California Public Employees Retirement System (PERS), and 14 paid holidays per year. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>. Please note that this is an internal recruitment open only to active, stateside, Cal Poly Humboldt Employees.

**Position Summary:**

**Key Responsibilities:**

**Knowledge, Skills, and Abilities Associated with this Position Include:**

**Minimum Qualifications:**

**Preferred Qualifications:**

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials by clicking the **Apply Now** button:

* Letter of Interest
* Resume or Curriculum Vitae
* Contact information for at least three professional references

**Application Deadline:** The deadline to submit application materials is 11:55 p.m. on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Any inquiries about this recruitment can be directed to [careers@humboldt.edu](mailto:careers@humboldt.edu) or Cal Poly Humboldt’s Human Resources Office at (707) 826-3626.

We acknowledge that Cal Poly Humboldt is located on the unceded lands of the Wiyot people, where they have resided from time immemorial. We encourage all to gain a deeper understanding of their history and thriving culture. As an expression of our gratitude we are genuinely committed to developing trusting, reciprocal, and long lasting partnerships with the Wiyot people as well as all of our neighboring tribes. Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Working in the state of California is a condition of employment for this position. Even if part or all of an employee's assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.

CSU strongly recommends that all individuals who access any in-person program or activity (on- or off-campus) operated or controlled by the University follow COVID-19 vaccine recommendations adopted by the U.S Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications and comply with other safety measure established by each campus. The systemwide policy can be found at [CSU Vaccination Policy](https://calstate.policystat.com/policy/9779821/latest/) and any questions you have may be submitted to [hr@humboldt.edu](mailto:hr@humboldt.edu).

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. This position may be considered a “Campus Security Authority”, pursuant to the Clery Act, and is required to comply with the requirements set forth in CSU Executive Order 1107 a condition of employment.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

(If Designated) This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.” In reference to the full disclosure letter, please refer to HR 2010-08.

Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code:   
Publication Date: