



HUMBOLDT STATE UNIVERSITY



Director, INRSEP & Diversity in STEM Program

Closes: Monday, April 16, 2018

(Job #18-13) Director, INRSEP & Diversity in STEM Program, Administrator I. Salary is commensurate with qualifications and experience. This is a full-time, benefited, 12-month position in the College of Natural Resources and Science. This position is an Administrator I 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, including the extensive benefits package, can be found at www.calstate.edu/HRAdm/policies/mpp.shtml.

Position Summary: HSU's INRSEP & Diversity in STEM Program is a recently restructured program that will provide academic and research support services to historically underrepresented students in the Sciences, in order to support their academic success and degree completion, as well as connect them with the resources and opportunities to meet their career and graduate school goals. The INRSEP & Diversity in STEM Program includes the Indian Natural Resources, Science, and Engineering Program (INRSEP), oversees the grant-funded Louis Stokes Alliance for Minority Participation (LSAMP) program, provides support for the HSU chapter of the Society for Advancement of Hispanics/Chicanos and Native Americans in Science (SACNAS), and supports other similarly purposed programs and campus initiatives. The Program is a key component of HSU's many current initiatives to support retention and academic excellence. It is designed to provide academic and community-based support networks for underrepresented students in the Sciences that blend cultural, community and professional engagement with structured mentoring in order to support students in reaching their academic and career goals. The program works to achieve these goals through academic advising and holistic mentorship, by providing bridges to key campus resources, and by helping to foster student-faculty connections.

The INRSEP Program was originally founded as the Native American Career Education in Natural Resources (NACENAR) program in 1972. Its mission was to locate and train American Indian students for professional resource management positions either within American Indian communities, or in federal, state and private resource management careers. In 1991, the mission and programming of NACENAR expanded and evolved into the Indian Natural Resources, Science and Engineering Program (INRSEP). In recent years, INRSEP has expanded its recruitment to serve all underrepresented students pursuing degrees in the STEM disciplines, but the vision and methods of the student support program remained rooted in the integration of Indigenous peoples' traditional ecological knowledge with the Western mainstream approach to science. Because Humboldt State University is located in an area that is home to one of the highest concentrations of American Indian tribal communities in the country, the INRSEP & Diversity in STEM Program continues to foster Indigenous ways of knowing in its approach to the mentorship and advising of students.

Position Responsibilities: Under the general direction of the Dean of the College of Natural Resources and Sciences, the Director of the INRSEP & Diversity in STEM Program will be responsible for providing leadership and management of programs and services designed to enhance the success of STEM students from communities that are historically underrepresented in STEM disciplines. These include providing academic and research support services for new and continuing STEM students through individualized and group mentoring and advising, including orientation programs; facilitating connections to summer and academic year research experiences; supporting peer-to-peer academic networking opportunities for STEM students; assisting students in applying for external funding opportunities; and referral to services that advance academic strategies and learning excellence.

In support of the above goals and programs, the Director of the INRSEP & Diversity in STEM Program:

- Provides program vision and planning, including the design, implementation and evaluation of programs and activities that support students' academic success in STEM;
- Provides direct mentoring and guidance for students pursuing STEM degrees;
- Oversees budget and personnel planning and management, including the supervision of program staff (an INRSEP Coordinator and STEM Academic Advisor);
- Liaises and collaborates with faculty and academic programs;
- Liaises with student support programs on campus;
- Communicates and interacts with federal, state and tribal agencies, with professional societies in STEM fields, and with other relevant local and national organizations;

(Continued on reverse)

- Identifies and pursues external funding opportunities, and (as relevant) oversees the implementation of grant-funded projects and initiatives.

Minimum Qualifications: Graduate degree in a related field of study, with a minimum of four or more years' progressively responsible higher education experience directly associated with the position responsibilities and program goals specified above, with an emphasis on advising and mentoring students from historically underrepresented communities.

Required Knowledge, Skills & Abilities:

- Demonstrated ability to work and communicate effectively with diverse communities – and, in particular, with STEM students from diverse backgrounds;
- Outreach and engagement skills necessary for working effectively with tribal communities and supporting the success of students from American Indian backgrounds;
- Demonstrated ability to build and maintain effective and collaborative working relationships across campus – with staff, faculty, administrators, and students;
- Excellent communication skills and leadership abilities
- Demonstrated ability to effectively develop and manage fiscal and personnel procedures;
- Demonstrated ability to effectively develop and assess student retention programs.

Preferred Qualifications:

- Terminal degree in a related field of study
- Demonstrated experience mentoring students in STEM from communities that are historically underrepresented in higher education;
- Demonstrated experience developing, leading, and coordinating retention initiatives targeted at supporting the equitable academic success of underrepresented students in STEM fields;
- Experience in effectively leading student services units focused on supporting retention and academic success for underrepresented students in the sciences;
- Demonstrated scholarly activities in a related field of study, including publication, oral and/or poster presentations;
- Demonstrated experience in successfully applying for funding opportunities to support research and training of STEM students;
- Demonstrated experience and engagement in promoting student involvement in scholarly activities;
- Demonstrated understanding of student development theory and its application in higher education student support settings;
- Preference is given to individuals who have overcome barriers similar to those affecting our target population.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Application Procedure: To apply, qualified candidates must electronically submit the following materials through Interfolio:

<http://apply.interfolio.com/49675>

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- [HSU Employment History Form](https://forms.humboldt.edu/employment-history-form) (<https://forms.humboldt.edu/employment-history-form>)

(NOTE: This form replaces the [HSU Employment Application](#) form, which should no longer be used. Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved.

The Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station and front office staff available for applicants requiring assistance.

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Monday, April 16, 2018. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (18-13) and applicant's last name in the subject line of the message.

HSU 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.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3318

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. Humboldt State University requires that background checks be completed for all new hires. This process includes a criminal records check and verification of employment history and education. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. The appointment of an applicant to this position is contingent upon the applicant providing the required information to complete a background check, and upon the results containing no adverse findings that may affect this appointment.

Publication Date: March 16, 2018

Humboldt State University 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 Humboldt State University can be found at www.humboldt.edu.

Humboldt State University 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.

The person holding this position is 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.



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