(Job #19-98) Instructional Support Technician II, Stockroom Coordinator. $3,748-6,779/month. Appointments are typically made at the beginning of the salary range. This is a temporary, full-time, benefited, 12-month pay plan position in the Department of Forestry. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is 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 multi-racial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Duties: Under the lead direction of the Forestry and Wildland Resources (FWR) department chair, the successful candidate will provide resource stewardship of scientific, laboratory, technical, and field equipment and provide disciplinary expertise to the faculty and students of the Department of Forestry and Wildland Resources (FWR) and related disciplines, departments, and ancillary units (including but not limited to Biology, Wildlife, Fisheries, Oceanography, Environmental Science and Management). This includes the maintenance, minor repair and purchase of commercially available equipment, purchase of supplies, monitoring and reporting of facilities upgrade, maintenance and repair needs, and the instructional support of laboratories including chemical and hazardous waste preparation and processing as needed.

Minimum Qualifications: Equivalent to three years of experience providing instructional support services of a scientific stockroom or related facility, or in producing materials or supplies or repairing equipment in Forestry, or a related to the area or Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment in Forestry or a related area (Natural Resources, Biology, Wildlife, etc.) may be substituted for one year of the required experience or Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment in Forestry or a related area (Natural Resources, Biology, Wildlife, etc.) may be substituted for two years of the required experience.

Knowledge, Skills and Abilities

- Ability to track equipment inventory, anticipate equipment needs and schedule equipment usage up to four months in advance
- Ability to quickly and accurately assess the condition of returned equipment
- Ability to use, operate, perform preventative and periodic maintenance, troubleshoot and/or repair items in the Forestry Stockroom listed, but not limited to:
  - Forest measurement equipment: clinometer, abney level, hand and staff compass, prism, relaskop, increment borer, diameter tape, steel tape, bark gauge, Biltmore stick, scaling stick, tree caliper
  - Range and soils measurement equipment: point frame, soil auger, soil sieve, soil penetrometer, pH kit
  - Surveying equipment: automatic level, laser rangefinder, total station, global positioning system
  - Ecological monitoring equipment: streamflow meter, electronic weather station, rain gauge, datalogger, barometric altimeter, turbidimeter, dissolved oxygen meter, gravimeter
  - Other equipment: electronic balance, oven, water bath, autoclave, centrifuge, fume hood, hot plate
  - Repair and test equipment: digital multimeter, battery charger, dial indicator, caliper, various hand tools
  - Awareness of the usage of a table saw, band saw, miter saw, circular saw, jigsaw, scroll saw, drill press, cordless drill, impact driver, various hand tools, in order to provide and maintain a safe environment for use.
- Ability to work with a minimum of supervision
- Ability to understand and practice chemical laboratory hygiene with an understanding of standards and regulations in order to safely prepare chemical solutions, perform laboratory assessments and inspections as needed
- Ability to provide technical advice relative to the selection and purchase of new equipment, supplies and technology and to make suggestions on emerging techniques
- Mathematical skills as required to generate purchase orders

(Continued on next page)
Computer and writing skills as required for purchasing equipment, parts and supplies, contacting students and vendors, and other correspondence

Ability to plan, organize, and schedule activities;

Ability to maintain records

Interpersonal communication skills with students, faculty and staff

Strong interpersonal and communications skills for use in conflict resolution, equipment instruction, and daily contact and to develop and maintain effective working relationships with students, staff, and faculty from diverse backgrounds

Position may require the appropriate lifting of items up to 40 to 50 pounds, standing for several hours at time, repetitive activities including cleaning, organizing, and computer work

Preferred qualifications:

Experience working in a stockroom or storeroom issuing supplies to numerous individuals

Experience gained in courses involving extensive use of materials, supplies, or equipment in Forestry or a related area (Natural Resources, Biology, Wildlife, etc.)

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

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

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/73508

(Note: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out online (accessed via a web browser), content WILL NOT be saved).

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Monday, March 17, 2020. 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 (19-98) and applicant’s last name in the subject line of the message.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

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—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.

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

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.

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.