Student Activities & Student Activities Funding Board (SAFB) Coordinator

Office of Student Life - Clubs & Activities

Job #21-45

First Review: Sunday, August 29, 2021

(Job #21-45) Student Services Professional II, Student Activities & Student Activities Funding Board (SAFB) Coordinator, $4,304-6,120/month. Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a temporary, full-time, benefited, exempt, 12-month pay plan position in the Office of Student Life – Clubs and Activities Office. The anticipated work schedule would be Tuesday through Thursday, 10 am to 7 pm, and Friday and Saturday, 11 am to 8 pm. 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 multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Under the lead oversight of the Student Life Coordinator, and under the general supervision of the Dean of Students, the Student Activities Coordinator performs Student Services Professional (SSP) work and is responsible for all aspects of the design, coordination, and implementation of a Student Organization Funding Board, Office of Student Life event coordination, and student organization event support as outlined below. This position develops and advises the Student Organization Funding Board, as well as various event and workshop opportunities for student leaders around event management. This position assists the Campus Activities Board in the development and implementation efforts of Student Organization and Office of Student Life initiatives. In addition, this position provides training and oversight to on-campus special events and activities pertaining to student organizations; assists in the assessment efforts of the Office of Student Life events and the greater student life offerings; interprets, and implements University Policy applicable to student organizations events; serves as a liaison for the Office of Student Life on a variety of campus program committees; participates in programming sponsored by the Office of Student Life areas; and serves as a part of the comprehensive Office of Student Life team.
Duties:
- Develop, implement, and advise the Student Activities Funding Board through the Office of Student Life;
- Recruit and on-board students for the Students for the Student Activities Funding Board;
- Market and Outreach to Student organizations about available funding;
- Develop application for funding from the Student Activities Funding Board;
- Develop process (Post Allocation) for receiving the funding board allocations, reimbursement, and payments;
- Develop assessments for student organization events that were funded by the Student Activities Funding Board;
- Support student organization contracting with outside vendors;
- Meet with Student Organizations that were funded to review expectations and procedures required to receive funding;
- Provide initial risk management review of events being proposed to the student organization funding board;
- Provide oversight, tracking, and processing of all required paperwork for reimbursement/payment in collaboration with the Student Life Office Manager;
- Recruit, Hire, and Supervise Campus Activities Board in the implementation of campus programs that address Social Justice, Equity & Inclusion; Leadership Development; and Community Engagement;
- Develop and implement assessment related to the student funding board or the campus activities board;
- Lead approver for Student Organization Events through the Presence, Student Organization Management Platform;
- Engage and collaborate with other campus programs/initiatives to encourage and develop comprehensive programming;
- Collaborate and support programming sponsored by the Office of Student Life and Humboldt State University;
- Coordinate and implement Humboldt State University Homecoming in coordination with the Homecoming Committee;
- Oversee data collection and database management for the student organization events and Office of Student Life programs;
- Support & Advocate for student organizations in collaboration with the Student Life Coordinator, Student Life Office Manager and Student Life Student Staff;
- Oversee Student Life Social Media Accounts;
- Sit on various campus committees relevant to the Student Organization Funding Board or other Campus Events (ex: CDOR, Social Justice Summit, Homecoming, MLK Day of Service, Volunteer Opportunity Program)
- Performs other duties as assigned.

Minimum Qualifications:

**Education:** Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities listed below may be substituted for the required education on a year-for-year basis.

**Experience:** Two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master’s degree in a job-related field may be substituted for one year of the professional experience. Involvement, training, and professional understanding of NACA, and its professional student activities competencies, is essential to the nature of the position.
Required Knowledge, Skills, and Abilities: Working knowledge of the practices, procedures and activities of the program to which assigned; extensive knowledge of the methods and problems of organizational and program management. General knowledge of research and interview techniques; and of the principles of individual and group behavior. Ability to interpret and apply program rules and regulations; use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; obtain factual and interpretative information through interviews; reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; advise students individually and in groups on routine matters where required; recognize multicultural, multi-sexed and multi-aged value systems and work accordingly; establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts; Demonstrated experience working with staff and students from diverse backgrounds; and, rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned. Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.

Preferred Qualifications:

- Three (3) years of professional experience in one of the student services program areas or in a related field
- Master's degree preferred

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; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/91948

Application Deadline: The first review of application materials will be 11:59 p.m. on Sunday, August 29, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

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.

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 of approximately 7,000 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 approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
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. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

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 employment status of candidates or continued employment of current CSU employees who are being considered 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.

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See more photos at Humboldt State University’s Flickr page.