

# CAL POLY HUMBOLDT



## Executive Director

(Internal Only)

Student Activities Center

Job # 22-71

Close Date: Sunday, May 29, 2022

**(Job #22-71) Administrator III, Executive Director of Student Activities Center, \$6,250-\$18,750 mo.** Salary is commensurate with qualifications and experience. This is a full-time, benefited, exempt, 12-month pay plan, position in the Student Activities Center. This position is an Administrator III 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 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>. Please note that this is an internal recruitment open only to active, stateside, staff Humboldt State University Employees.

***Now is an exciting time to join the Student Activities Center as we transition to Cal Poly Humboldt!*** Cal Poly Humboldt has been named the state's third polytechnic institution and the first in Northern California. Backed by a historic state investment, we're adding in-demand new academic programs, building new facilities, and growing our enrollment. 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. Additional information about Cal Poly Humboldt can be found at [www.humboldt.edu](http://www.humboldt.edu).

**Position Summary:** Reporting to the Dean of Students, the Executive Director of the Student Activities Center is responsible for oversight and management of the Student Activities Center (campus student union), CenterArts, and Conference and Event Services; and provides vision, goal development, leadership, supervision, and coordination for these departments. The Executive Director ensures the programs support and maintain a student-centered, inclusive campus culture that contributes to the engagement, learning, and retention of a diverse student population, and are in alignment with the vision, mission, and values of the university. The Executive Director of Student Activities Center also serves as the Executive Director of Humboldt State University Center Board of Directors, a CSU auxiliary governed by a

Board of Directors. Under general Board directives, the Executive Director is responsible for management and administration of the Humboldt State University Center.

**Key Responsibilities:** Under general supervision of the Dean of Student, the Executive Director of Student Activities Center is required to work collaboratively with a wide variety of individuals at all levels of management on and off campus. The Executive Director is responsible for fostering and maintaining a student centered focus that is aligned with the values of the institution and the goals of the division. The Executive Director is responsible for oversight and management of the functions of the Student Activities Center including student programming services and administrative and support services; establishing and maintaining sound fiscal and operational policies and procedures, and integrating functions with the campus in its social, educational, recreational and cultural activities programs. The Executive Director carries out supervisory responsibilities in accordance with HSU's policies and applicable laws; supervises, hires, trains and evaluates professional and student staff; performance improvement and motivation, takes corrective action; resolves grievances, promotes morale and maintains harmony among staff. This position resolves escalated issues arising from operations and requiring coordination with other departments; provides input to strategic decisions that affect the functional area of responsibility; and develops budget and controls operating costs. This position serves as needed on a variety of campus committees to keep abreast of University's priorities and directions and to provide input.

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

- Demonstrated knowledge in the management and administration of programs and services as related to the duties as assigned.
- Be able to communicate effectively both verbally and in writing with a diverse population including students, faculty, staff and the general public.
- Demonstrated ability to establish and maintain effective working relationships with students, faculty, staff and community partners.
- Ability to rapidly learn specific rules, regulations, university policies and procedures.
- Ability to develop and implement policies and procedures.
- Demonstrated knowledge of accounting and finance necessary to develop and interpret department reports.
- Highly developed skills concerning use of Microsoft Office and Google Suite products (i.e., Word, Excel, Google Docs).
- Ability to recognize and accommodate changing priorities; meet short and long term deadlines/goals; and complete routine tasks despite intermittent interruptions.
- Demonstrated ability in budget preparation, analysis and controlling costs.
- Knowledge of a wide variety of risk management issues.
- Skill to execute the interviewing, hiring, training and the performance appraisal process of full-time employees.
- Demonstrated skills in staff supervision including delegating work to accomplish departmental goals and objectives efficiently and effectively, while motivating individuals to work together as a team.
- Ability to reason logically, draw valid conclusions and make appropriate recommendations.
- Ability to exercise effective and independent professional judgment.
- Ability to listen to and interpret staff concerns, opinions and/or suggestions.

**Minimum Qualifications:** Bachelor's Degree in the area of business, finance, administration or related field, and a minimum of eight years of demonstrated administrative experience in Higher Education with duties of broad scope and complexity that involve financial matters, budget, and developing and implementing policies and procedures. Supervisory experience required. This position requires board and management experience and experience working in a college or university environment, involving extensive contact with students and the campus community.

**Preferred Qualifications:** Experience in a CSU, State of California environment is highly desirable. Knowledge and application of University policies and procedures; and demonstrated attention to detail as well as previous experience

maintaining accurate records, managing multiple tasks and planning and organizing work in order to meet changing priorities and deadlines.

**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
- Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the Cal Poly Humboldt 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/106294>

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Sunday, May 29, 2022.

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.

Cal Poly Humboldt 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). 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.

Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt 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 135,500. 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.

Effective January 1, 2022, the California State University system (CSU) Out-of-State Employment Policy prohibits hiring employees to perform CSU-related work outside California. Questions regarding the CSU Out-of-State Employment Policy, please contact Cal Poly Humboldt Employee/Labor Relations & Compliance at [hsuhr@humboldt.edu](mailto:hsuhr@humboldt.edu).

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to [hr@campus.edu](mailto:hr@campus.edu).

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: <https://clery.humboldt.edu/content/annual-security-reports>.

**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.

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](http://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: 3306

Publication Date: April 29, 2022



See more photos at [Cal Poly Humboldt’s Flickr page](#).