

Cal Poly Humboldt Sponsored Programs Foundation
Job Announcement
This is not a state position and subject to grant funding.

Job Title: TRIO Educational Talent Search Office Coordinator

Wage: \$18.00-\$23.00 per hour, depending on experience.

Both Part-Time and Full-Time positions are open. This is a Non-Exempt, 12-month position. For eligible positions, the job offers a competitive benefits package, including group health, dental, vision, and retirement (after one year of service with 1,000 hours in that year). The schedule is between 20–40 hours per week, Monday through Friday, with varied schedules/occasional weekend and evening hours. Part-time applications will be considered.

Project Name: Talent Search 21-26

Supervisor: Rose Francia, Talent Search Director

POSITION SUMMARY

Reporting to the Director of Educational Talent Search (ETS), the ETS Office Coordinator (OC) provides administrative support services for the ETS program and special events and including, but not limited to, TRIO Ambassador programming, TRIO College Tour, TRIO Summer Programming, TRIO Winter Academy, TRIO family workshops, and staff meetings, retreats, and collaborations. The ETS OC will update office policies and procedures, maintain confidential staff and participant files, provide technical support to ETS staff, and is responsible for data entry and maintenance of the electronic student data system (Blumen).

JOB FUNCTIONS

General Office Support Duties

- Answer telephone, retrieve voicemail and route messages
- Explain ETS program to callers and visitors
- Work collaboratively with staff to generate Talent Search communications, program newsletters and college access events calendar with program participants, families, schools, and community partners.
- Process incoming and outgoing mail and work with Marcom to ensure the best rate for bulk mailings and to update participants mailing addresses using the bulk mailing feature
- Track inventory of office supplies and order as needed
- Support supply orders and distribution for participant programming, including summer program and ordering textbooks for concurrent enrollment students
- Assure that office equipment is in good working order, act as a liaison between Talent Search and ITS technical support
- Process requests for computer access and individual accounts
- Support distribution and management of technology loans for participants and staff

- Navigate variety of portals, including Peoplesoft for program credit card reconciliation, 25Live for room and calendar reservations
- Assist with recruitment and hiring paperwork and other documentation required in onboarding new staff and student staff. Maintain confidential staff and participants files.
- Process personnel and payroll documents including staff, student assistant, and special consultant appointments
- Perform data-entry and maintenance of the electronic student data system (Blumen)
- Manage DocuSign account for variety of ETS program needs, including application submissions
- Assemble on-going documentation in support of required compliance for Talent search grant and other funding sources
- Assist professional staff with a range of clerical and administrative tasks

ETS Program and Special Event Support

- Coordinate participant application process, including adjusting/updating process as needed
 - Review ETS student participant applications for completeness
 - Enter new ETS participants and all subsequent participant data into Blumen database
 - Log and track pending ETS student applications
 - Process and maintain all ETS student participant files as required by federal grant
- Track participant registrations for ETS and Cal Poly Humboldt events
- Provide support in the event of an emergency to ETS academic advisors or tutors
- Place work study student assistant position advertisements on campus wide job boards and share with campus partners
- Assist with hiring, payroll, and award balance paperwork for work study student assistants
- Support bi-monthly payroll for ETS staff & tutors, and monthly payroll for work study
- Process invoices, check requests, purchase requests, travel claims, and reimbursements
- Participate in ETS staff meetings; prepare and take notes, and distribute minutes

ETS Budget

- Support registration for professional development opportunities as well as student registration in 3rd party events, trainings, or workshops
- Process petty cash, purchase orders, work orders, moving requests, and key requests
- Reconcile program expenditures on a monthly basis
- Assist in preparation and process of travel requests and claims
- Carryout all reimbursement submissions and tracking for hospitality, travel, and payment requests.
- Serve as Talent Search point-of-contact with Telecommunications: Process documents for telephone and network changes, additions, deletions, and directory updates. Assist with maintenance of our in-house listservs, Google calendars, and Google Drive
- Update and maintain desk reference manual, policies, and procedures
- Other general office support duties as needed

MINIMUM QUALIFICATIONS

Completion of an Associate's Degree or its equivalent and demonstrated ability to:

- work effectively in a multi-task environment by organizing and planning work
- function effectively with minimal supervision and solve problems independently
- create a friendly, supportive, and professional atmosphere
- communicate effectively and professionally both orally and in writing
- perform tasks with attention to detail and accuracy
- process sensitive and confidential information in a responsible manner
- use MS Word, Excel, Google Calendars, and various databases
- interact sensitively with diverse groups of people

PREFERRED EXPERIENCE

- One-year office management experience
- Bilingual in Spanish and English
- Experience working in an educational equity and access program
- Success in overcoming barriers similar to those confronting the project's target population
- Experience with DocuSign

Application Instructions: To apply, submit the following to rmp107@humboldt.edu:

1. Resume
2. Cover Letter
3. Three professional references
4. [SPF Self-Identification Form for Job Applicants](#)

If you have any questions regarding this position call Raymie Poole at (707) 826-4791 or email at rpm@humboldt.edu.

Application review date: Initial review **May 9th, 2024**; positions open until filled

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be [found here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://hraps.humboldt.edu/reasonable-accommodation> . Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.