Cal Poly Humboldt Sponsored Programs Foundation
Job Announcement
This is not a state position

Job Title: Administrative Support Assistant

Wage: $18 per hour; Full-Time, Non-Exempt, 12-month position. Job offers a competitive benefits package including group health, dental, vision, and retirement. Continuing appointment is dependent upon performance, department need, and funding.

Project Name: CalSWEC

Supervisor: Chair of the Department of Social Work

General Description: The position is responsible for providing administrative and clerical support for the Social Work Department’s externally funded grants and contracts. The person in this position works collaboratively with the CalSWEC Project Coordinators, CalSWEC Programs Administrative Support Coordinator, the Department Coordinator, and the MSW/Field Administrative Support Assistant. The position also supports staff and faculty in the Department of Social Work in relation to grants/contracts and work with the College of e-Learning, Extended Education, & Global Engagement, the College of Professional Studies, Cal Poly Humboldt Sponsored Programs Foundation staff, Student Financial Services, other university units, and UC Berkeley’s California Social Work Education Center (CalSWEC). Additionally, this person works directly with student recipients of Title IV-E Child Welfare (BASW, MSW, and Pathway Program) and other stipends, monitors contracts with community agencies, and communicates with administrative staff at CalSWEC.

Duties and Responsibilities: Performance of varied administrative support duties including, but not limited to the following:

- In coordination with CalSWEC Project Coordinators and Administrative Support Coordinator, collect, prepare, track, maintain, and report on up-to-date project documents/data, including but not limited to: rosters, contact information, applications, student contracts, financial expenditures/ disbursements, employment verification, exit documents, file maintenance, evaluation data, and other project documents as needed;
- Track and manage student expenses, fiscal activities, and other data related to contracts and distribution of student stipends and maintain database. Examples include but are not limited to: completing required paperwork and gathering signatures, collaborating with other campus departments, processing student stipends and expenditures, seeking reimbursements of qualified expenses, prepare student expense planning information, maintaining up-to-date tracking, completing third-party billing, compiling information, responding to questions regarding student finances, and troubleshooting problems as needed;
- Support Administrative Support Coordinator in various capacities, including but not limited to: maintaining bookkeeping systems for complex contracts with grant projects; scanning documents; uploading documents into participant files; perform agency outreach to assure accuracy of data regarding billable administrative match costs;
• In coordination with the CalSWEC Project Coordinators, disperse information about the program to prospective applicants, in person, by email, mail and/or telephone, and support student recruitment efforts;
• Assist CalSWEC Project Coordinators to prepare for student interviews, produce applicant information and conduct the interview process;
• Assist CalSWEC staff and faculty with arranging meetings, preparation and organization of workshops and off-campus activities, ordering supplies;
• Maintain relationships/coordinate within the Social Work department, across departments and with outside agencies to facilitate project requirements. Departments/agencies include but are not limited to: CalSWEC, Student Financial Services, Financial Aid, Sponsored Programs Foundation, College of e-Learning, Extended Education, & Global Engagement;
• Assist CalSWEC Programs Project Investigator and Project Coordinators with curriculum maintenance, competency updates, and curriculum requirements;
• Attend staff/department meetings as needed;
• Assist with student, staff, and faculty hiring paperwork, travel arrangements, reimbursements, and timesheets. Assisting with duties such as travel advance requests, travel reimbursements, other expenses, timesheets/payroll, and deliver to appropriate Cal Poly Humboldt office; completing hiring paperwork, etc.;
• Support department efforts at marketing, recruitment, and public relations;

Minimum Qualifications: Education and Experience: Equivalent to one year of experience in general administrative support work. Bachelor’s degree is equivalent to six months of experience.

Knowledge, Abilities, and Specialized Skills: Ability to prepare accurate data and reports. Ability to work under supervision and take direction for projects. Strong interpersonal skills for relating to students, program faculty and staff, and community partners.

Experience operating personal computers, including Word and Excel program software. Must possess excellent written and oral communication skills, particularly with email and other electronic communication standards; solid foundation in English grammar, spelling, punctuation; general knowledge of office methods and practices. Good telephone skills and ability to get along with diverse groups. Knowledge of office management policies, methods and procedures. An ability to learn office technology systems; basic knowledge of applicable university infrastructure, policies, and procedures; ability to identify and solve standard problems and refer more complex problems to appropriate staff; ability to perform basic arithmetic functions, demonstrate fundamental writing and presentation skills and effectively communicate standard information; ability to respond to routine inquiries and explain standard policies and procedures to others.

Must have the ability to establish and maintain cooperative working relationships with fellow employees and other campus staff, faculty and students. Must be self-motivated, detail oriented and reliable; ability to initiate, coordinate and implement multiple projects, determine relative importance of each, set respective deadlines, adjust priorities to changing needs in the office and complete projects accordingly. Demonstrated ability to work independently, prioritize work assignments, exercise appropriate judgment, discretion, and initiative in performing complex policies and procedures. Demonstrated ability to work in a team and in close quarters with other staff and remain calm when interacting with the public.

Preferred Qualifications: Familiarity with Cal Poly Humboldt programs, policies and procedures.
Experience with PeopleSoft. Familiarity with Distributed Learning programs. Experience working in an educational setting with a diverse student population. Experience with and/or knowledge of human service or social service settings.

**Application Instructions:**
Qualified applicants should submit the following items via email to Carrie Cline, CalSWEC Programs Administrative Support Coordinator, at carrie.cline@humboldt.edu.

1. Résumé/CV
2. Cover letter
3. Three professional references
4. [Cal Poly Humboldt SPF Employee Information Form for Applicants](#)

If you have any questions regarding this position email Jeff McKay, CalSWEC Title IV-E Child Welfare Training Program Coordinator, at jwm362@humboldt.edu

**Application review date: Friday, July 28, 2023 Open until filled.**

Cal Poly Humboldt Sponsored Programs Foundation is an 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. More information about Cal Poly Humboldt SPF’s Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form which can be found [here](#) or call the SPF Front Office at (707) 826-5169.

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 Cal Poly Humboldt SPF employees who apply for this position.