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

Job Title: Administrative Support Coordinator II

Location: Cal Poly Humboldt, Arcata, CA

Position: Full Time

Wage: $30 per hour

Project Name: K-16 Redwood Initiative

Supervisor: Executive Director, Angela Shull

Essential functions of the job:

This is a full-time, in-person, 12-month position. Continuation of this position is contingent upon satisfactory performance and project funding. Position will be eligible to participate in medical, dental, vision, life and retirement benefits. This is not a state or federal position.

Major Duties: Major duties of the position include, but are not limited to, the following:

- Coordinates the day-to-day clerical and administrative support functions of the office, including, but not limited to, reviewing incoming communications, resolving issues, and managing calendars and appointment requests; models superior customer service to staff, faculty and clients while maintaining a professional demeanor; answers phones; greets customers; organizes meetings; prepares meeting agendas and Takes and prepares meeting notes; prepares various other external communication, including facilitating communication and networking, sends out meeting reminders and notices and keeps contact lists current; creates and edits standard spreadsheets; maintains files and records, processes mail, gathers data, prepares standard reports and correspondence.
- Provides fiscal support and preparation of reimbursements for staff; utilizes Excel spreadsheets and Foundation databases to track various budgets and expenses; assists with the preparation/modification of budgets.
- Monitors the budget under the direction of the Executive Director, including tracking income and expenditures. Assure all fiscal accounts and transactions following state, Cal Poly Humboldt, and Sponsored Programs Foundation policies.
- Provides regular reports to the Executive Director and Grant Funding budgets.
- Prepares and processes purchase requisitions and payment authorizations for supplies and program services.
- Ensures adequate record keeping and payroll processing request reimbursements and serves as liaison with Financial Services.
- Assists with research projects, surveys, data collection.
- Maintains the annual Collaborative calendar in collaboration with leadership.
- Assists with gathering data for the completion and submission of quarter and annual reports as well as for Steering Committee and Executive Steering Committee meetings.
- Assists with website and social media accounts.
- Organizes, orders and/or purchases supplies and materials in accordance with university-approved guidelines.
- Coordinates general meeting/event planning, including, but not limited to, researching and making recommendations regarding venue options for local and out-of-town events; reviews contract requirements, assists with event details such as location, meeting facilities, media and security; compiles attendee listings, sends invitations and tracks responses.
- Attends and takes minutes for Collaborative, Steering Committee, and Executive Steering Committee meetings.

Additional duties include processes invoices, personnel documents, order forms and other standard paperwork; assists with minor technological issues; maintains filing systems and bulletin boards; and coordinates special projects.

Secondary Duties: Performs other secondary duties as assigned.

Minimum Qualifications:
This position requires a high school degree or technical/vocational program degree, and a minimum of two years administrative work experience involving program administration and/or an equivalent combination of education and experience involving study, analysis, and/or evaluation leading to the development of improvement of administrative policies, procedures, practices, or programs. A Bachelor's (B.A.) degree and experience in K12 and higher education preferred. Intermediate proficiency with computers and Microsoft Office (Word, Excel, Access) required. Knowledge of Google Suite, Eventbrite, Doodle, Survey Monkey, WordPress, Constant Contact, PageMaker, Illustrator, and PeopleSoft preferred.

In addition, work assignments typically require the following knowledge and skill requirements:
- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.
- Thorough mastery of English grammar, punctuation, and spelling.
- Expertise in using office software packages, technology, and systems.
- Ability to learn, interpret, and apply a variety of complex policies and procedures independently, and use judgment and discretion to act when precedents do not exist.
- Demonstrate the ability to maintain accurate records with a high level of attention to detail.
- Ability to independently handle large, multiple work unit priorities, projects, and meet critical, cyclical deadlines in a timely manner.
- Ability to effectively write and present own reports.
- Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
- Ability to work effectively both independently and as part of a team.
● Ability to solve problems using reasoning and judgment to develop practical, thorough, and creative solutions.
● Ability to prioritize multiple tasks to meet changing priorities.
● Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
● Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.

Application Instructions: Qualified applicants should submit the following items via email to Angela Shull at ald5@humboldt.edu

1. Cover letter
2. Résumé
3. Three professional reference contacts
4. Cal Poly Humboldt SPF Employee Information Form for Applicants

If you have any questions regarding this position, email: Angela Shull (ald5@humboldt.edu).

Application review date: November 11, 2022

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.

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.