

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

Job Title: Assistant Director, Redwood Coast K-16 Redwood Coast Educational Collaborative

Location: Humboldt County

Position: Full Time

Wage: \$40 per hour

This is a Full Time, Non-Exempt, 12-month, benefit eligible position. Schedule is 40 hours per week, Monday through Friday, with varied schedules/occasional weekend and evening hours. Part-Time applicants will be considered.

School Site: Regular travel to school sites throughout Humboldt and Del Norte counties.

Project Name: Redwood Coast K-16 Educational Collaborative

Supervisor: Executive Director, Angela Shull

Essential functions of the job:

The Assistant Director will support the Director by providing backbone programmatic, technical, evaluative and operational support. The Assistant Director will work closely with the community partners, Pathways Facilitators and sub-award recipients to support the planning, execution and management of each sub-award program. The Assistant Director will coordinate and facilitate meetings with sub-award recipients at the direction of the Executive Director. The Assistant Director will provide support in data collection and evaluation of sub-award programs and gather information for quarterly reporting. The Assistant Director will also support the development and maintain collaborative relationships with community partners and communicate with multiple interested parties. Through this work, the Assistant Director will help incorporate educational, community, workforce, and employer engagement in Humboldt and Del Norte counties to support equitable educational and economic opportunities for students and address equity barriers in career and technical education pathways in the areas of Healthcare and Education. This is a 3 year period position with the possibility of renewal based on funding availability.

Other:

- Attend assigned staff, department, and school site meetings.
- Facilitate regular academic services meetings with key partners.
- Assist with promotion of College of the Redwoods and Cal Poly Humboldt events relating to our student population including, but not limited to, historically underrepresented students, foster youth students, and first generation college students

- Attend relevant national, regional, and local professional development conferences, workshops, and seminars as needed.
- Assists in the design and drafting of organizational website content; drafts newsletters and correspondence to organizational partners
- Support the Executive Director and Financial Manager with budgetary expenditure tracking, new budget requests, audit requirement, and end of year reconciliation
- Ability to use discretion and maintain confidentiality
- Occasional travel for university related business meetings, conferences, and/or professional development
- Performs other duties as assigned.

Minimum Qualifications:

- Bachelor's degree.
- Strong organizational skills and attention to detail.
- Ability to communicate through verbal and written means with individuals, small groups, and in front of large audiences.
- Experience working with ethnically and culturally diverse students, as well as first generation, low income, and other underrepresented potential college students.
- Must possess a valid California driver's license and reliable transportation.
- Experience working with the regional workforce

Preferred Qualifications:

- Masters degree.
- Experience with multimedia, web design, and virtual instruction platforms
- Experience working with a team to communicate pre-college program objectives and timelines with participants, participants families, and the general public.
- Familiarity with Common Core College and Career Readiness Anchor Standards.
- Spanish proficiency.

Application Instructions: To apply submit the following items electronically to Angela Shull at ald5@humboldt.edu. Please note that applications will not be considered unless **all** documents are submitted.

- 1) Resume
- 2) Cover Letter
- 3) Three professional references
- 4) the [HSU SPF Employee Information Form for Applicants](#)

Application review date: Initial review **October 6, 2023**; position 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: <https://research.humboldt.edu/employment/hiring>

For assistance with the application process, please submit an Accommodation Request Form, which can be found here (<https://forms.humboldt.edu/spf-accomodation-request-form>) 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.