



Associated Students

CAL POLY HUMBOLDT

**Associated Students of Cal Poly Humboldt
Job Announcement
This is not a state position**

Job Title: CCAT Project Manager
Hours: Part-Time, up to 10 hours per week
Compensation: \$16.00 per hour, DOE
FLSA Status: Non-Exempt
Supervisor: A.S Executive Director

CCAT Summary

The Campus Center for Appropriate Technology is student managed, student funded live-in demonstration home for appropriate technology. CCAT is part of a registered non-profit organization and home for three student co-directors who live in the house and manage the program for one-year periods. CCAT co-directors also manage the student employees that CCAT hires every semester. We are located on the Cal Poly Humboldt Campus in Arcata, California. Motivated by an ethic of “education by example,” CCAT offers tours, workshops, and opportunities for hands-on involvement to university students and the general public.

CCAT began in 1978 when a group of students, with the support of faculty and community members, renovated a dilapidated house on the university campus and initiated an experiment that continues today. CCAT works with fifteen Humboldt classes a year to incorporate new appropriate technologies into this living laboratory in sustainability. The impressive result of these students’ work: CCAT uses less than five percent of the energy consumed by the average U.S. house, produces almost no waste, and serves as a national model for appropriate technology. Just as important as what CCAT does, is how it is done. Three students live in the house and direct the program for one-year periods. Student employees keep operations going. Being directed, staffed, and funded by students makes CCAT a place where young adults become leaders; it nurtures creativity and hones professional and technical skills. CCAT helps to infuse Humboldt with a practical idealism and a desire to serve the global community.

Position Summary

The Project Manager works alongside CCAT’s Physical Site Co-Director and Groundskeeper team to help students and staff design, plan, and execute projects on-site at the Campus Center for Appropriate Technology. The student will aid in the implementation of appropriate technology methods for on-site projects, communicate and coordinate with other staff, and help maintain CCAT's grounds. The Project Manager helps ensure that students working with CCAT understand the policies of using our grounds, equipment, and tools, and that all projects follow facilities and physical site MOUs.

Core Functions

- Attending regular all-employee and branch-specific meetings
- Helping to set-up and take-down events going on at CCAT
- Getting the word out about various CCAT related things
- Maintaining the CCAT space and insuring that it is welcoming to visitors.
- Use CCAT property responsibly and return property where it was found.
- Treat all visitors, volunteers, and employees with equity and respect
- Must learn and remain updated on CCAT programs and events.
- Assist with CCAT outreach efforts (flyering, chalking, classroom announcements)

- Complete tasks as assigned by the CCAT co-directors in a safe and timely manner.
- Communicate clearly and consistently with CCAT co-directors and CCAT staff
- Treat all visitors, volunteers, and employees with equity and respect

Duties and Responsibilities

- Oversee CCAT projects from conception to completion.
- Maintain good communication with Co-Director(s) and physical site branch employees about projects and on-site happenings.
- Work with Groundskeeper to coordinate and organize employee & student projects. They are a liaison between students, Project Manager, and CCAT Co-Directors.
- Keep good documentation of projects, processes, and improvement strategies.
- Help maintain the site.
- Ensure the safe use of tools and equipment by students and volunteers.

Work Environment, Hours and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry up to 40 pounds.

Preferred Education and Experience

- Must be a currently matriculated CPH student.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to ccat@humboldt.edu

1. Cover letter
2. Résumé
3. Three professional reference contacts