Sponsored Programs Foundation

JOB DESCRIPTION

La Comida Nos Une Student Assistant

Date: August 18, 2021  
Title: Student Assistant  
Wage: $15.00/ hour  
Supervisor: May Patiño, Department of Anthropology

Description:
This is a student assistant position for the Comida Nos Une program, administered through Humboldt State Sponsored Programs Foundation (Auxiliary). The program is funded by a 4-year USDA Hispanic Serving Institutions grant and can fund up to 100 hours for each academic year. This position is open to students currently enrolled at Humboldt State University. The position requires reliable access to a computer and the Internet, and the ability to work remotely. Weekly hours will fluctuate based on current needs of the program. Activities may include managing the program website, coordinating with faculty learning communities, working with community members and students, and participating in the planning and promotion of program events.

Duties:
Website design and management; clerical work (e.g., responding to email inquiries, recording meeting minutes); assisting with meeting coordination. Assisting with event design, promotion, coordination and facilitation.

Required Qualifications:
Knowledge of relevant software applications (Microsoft Office, Google Drive, and Access), knowledge of office management systems and procedures, excellent organizational, time-management, and planning skills; ability to prioritize tasks, attention to detail and accuracy, adaptable to changing work environment, good communication and problem-solving skills. Ability to work well with others and independently. Availability for both Fall 2021 & Spring 2022 semesters.

Preferred Qualifications:
Ability to speak Spanish, and knowledge of, or interest in the study of food systems and agriculture is desirable.

Anticipated Start Date: Fall 2021  
To apply, submit resume or CV and cover letter to May Patiño at mrb17@humboldt.edu.

Open until filled. First review of candidates will be on August 30, 2021.

Humboldt State University 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 HSU 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 email the SPF Front Office at hsuf@humboldt.edu.