

Job Opening

Research Staff in Off-Grid Energy Access

Applications will be accepted through Sunday, March 31 at 5 pm (Pacific).



The [Schatz Energy Research Center](#) at Cal Poly Humboldt seeks an entry-level professional to join our [off-grid energy access](#) team. This full-time (40 hours/week) position is anticipated to start in May 2024.

We work in a hybrid environment that supports flexibility and connection. Our team members currently have the option to work fully onsite, or to alternate between remote and onsite work, with at least 40% onsite at the Schatz Center. During the initial onboarding period, the team member could telecommute, but ultimately will need to live within commuting distance of the Schatz Center.

We welcome applications from everyone who is legally eligible to work in the United States.

Who we are and what we do

Since 1989, the Schatz Center has been a leader in applied research and project development for clean and renewable energy. Our current research portfolio includes microgrids and resilience, offshore wind, sustainable transportation design, carbon life-cycle analysis, solar product testing, and planning and policy for clean energy access around the globe.

We are located on the campus of Cal Poly Humboldt in Arcata, California. Arcata's 800-acre community forest and 11 miles of trails begin one block away — and we are within biking distance of California's second-largest inland bay and the Pacific Ocean.

As residents of a rural coastal community, we are keenly aware of our social and environmental responsibilities. We are committed to increasing energy access and resilience for communities worldwide — and do so through clean and renewable design that reduces climate change and restores environmental and human health.



Cal Poly Humboldt.

Our organizational commitments

Our vision

The Schatz Center envisions a healthy planet with thriving, equitable, resilient communities powered by clean energy.

Our purpose

Our team is committed to addressing climate change and improving human and ecosystem health through work that supports clean energy, climate-resilience, equity, and justice. Our work includes:

- **Research and development** – we do applied research focused on energy and environmental issues.
- **Technology deployment** – we design, integrate, build, test, and operate innovative, renewable, and resilient energy systems that are responsive to social and environmental needs.
- **Collaboration** – we work with public and private partners including Tribal Nations, communities, agencies, academic institutions, foundations, and industry to exchange knowledge and implement innovative solutions locally and internationally.
- **Education and Training** – we support learning that provides practical, hands-on experience for current and future practitioners and leaders.



Our values

- **Kindness:** Treating people and the planet with care and respect through acts of inclusion, helpfulness, generosity, and encouragement.
- **Integrity:** Approaching one another and our interdisciplinary research with curiosity, open-mindedness, transparency, and humility.
- **Equity, diversity, and inclusion:** Providing a nourishing and rewarding environment for Center staff, students, and partners. Respecting the differences of our colleagues and actively seeking to identify and remove barriers to ensure opportunities to thrive.
- **Justice:** Working to advance racial justice, gender equality and women’s empowerment, LGBTQIA+ rights, economic equality, and environmental justice.
- **Teamwork and collaboration:** Supporting internal and external community building and engagement to create inclusive and innovative solutions. Sharing knowledge with and learning from our colleagues, collaborators, community partners, and the public to advance understanding.
- **Effectiveness:** Using our technical, scientific, and policy expertise to do good work that makes a difference.

Job summary

As part of our off-grid energy access team, the position will support administrative and research tasks including coordination with solar product manufacturers, data input and maintenance, and technical test report review and analysis.

This position will substantially contribute to our work on off-grid energy access. For context, more than 1 billion people worldwide are currently unable to access reliable grid electricity. Modern off-grid solar products help support these communities by providing clean and reliable energy for homes, farms and small businesses, and local facilities including schools and health clinics. As the technical lead for the [VeraSol program](#), our off-grid energy access team develops and implements international test protocols for quality assurance to ensure that solar products and appliances are safe, durable, and reliable, and perform as advertised. We work closely with national governments, manufacturers, and nonprofit organizations seeking to provide energy access and resilience across Sub-Saharan Africa and South Asia. To date, over 65 million off-grid solar products that were certified through the program have been sold, benefitting well over 100 million people.

Initial responsibilities include:

- Assist with technical communications to off-grid solar product manufacturers
- Review and develop program documents, policies, reports, and spreadsheets
- Conduct data entry, data clean-up, and analysis of program data
- Collaborate with other members of the VeraSol team to contribute to programmatic decisions
- Analyze test data and both write and review reports associated with laboratory activities
- Other duties as assigned

Potential additional responsibilities include:

- Assist with desk research regarding quality standards and energy access
- Develop and review standard operating procedures (SOPs) for test methods
- Support engagement with international partner laboratories
- Prepare quarterly programmatic monitoring and deliverables memos/reports
- Package products for storage and shipping
- Help conduct performance tests for solar-powered products for off-grid applications and carry out other technical tasks associated with ensuring the accuracy of test results
- Take meeting notes
- Perform other tasks to assist the test lab and quality assurance program, as necessary



The activities of the selected applicant may vary depending on the person's skills, experience, and needs of the team as a whole. Additionally, this position may involve opportunities for international travel depending on the project's budget and team needs.

Qualifications

Minimum qualifications

Education and experience

Associate's or Bachelor's degree or equivalent experience (or anticipated degree in Spring 2024).

Note 1: Experience equivalent to an Associate's degree could, for example, be two years of college OR two years of related work experience OR four years of work experience (need not be related). Experience equal to a bachelor's degree could, for example, be obtained from an associate degree and two years of related work experience, or four years of related work experience. **Note 2:** This is a full-time professional position and not a student position. However, individuals planning to be enrolled as students with less than 6 units (undergrad) or less than 4.5 units (grad) at Cal Poly Humboldt after August 2024 are eligible for this position.

Knowledge, skills, interests, and abilities

- Able to skillfully use Word and Excel
- Have experience or interest in acquiring new skills related to renewable energy and electronics
- Able to collaborate, communicate, and work effectively on a team as well as work independently on tasks
- Commitment to supporting equity, diversity, and inclusion in the workplace and with external stakeholders
- Strong writing and communication skills across multiple media (phone, email, shared documents, video conferencing, and in-person)
- Good organizational skills with ability to prioritize multiple high-priority tasks
- Careful attention to detail
- Ability to understand and implement policy and/or procedures
- Ability to be flexible to adapt to an ever-evolving program

Eligibility: Applicants must be legally authorized to work in the US at the time of appointment.

Desirable experience or training

The following are welcome, but are not required to be eligible for this position.

- Experience with technical writing
- Customer service, tech support, or professional online/phone communications experience
- Experience with research, data analysis, report drafting/review, and/or policy development
- Experience with electronics design, fabrication, and/or testing
- Laboratory experience (laboratory measurements using electronic instrumentation, data analysis, record keeping, calibration, etc.)
- Experience with solar energy, rechargeable batteries, and/or efficient lighting systems
- Experience traveling internationally or working with an international team
- Experience with and knowledge of social issues in low and middle-income countries, particularly in Africa and Asia
- Language skills relevant to the work in Africa and Asia, such as Chinese or French (please identify relevant language skills as limited, proficient, or fluent)

Important note: This vacancy announcement includes both (a) minimum qualifications as well as (b) desirable experience or training. Research shows that many women and people of color, in particular, feel that they have to have 100% of both required and desired skills and experience before applying for a new job. We want to reiterate that any listed desirable experience or training is not required to apply for a position on our team. No individual candidate is expected to have qualifications in all of the listed areas. We are listing all of these items to give you ideas of experiences that would be relevant to this position that you could highlight in your application. If you meet the minimum qualifications, we encourage you to apply. We can provide on-the-job training for the rest.

Compensation and benefits

Compensation and term

This is a full-time position, with a minimum term of one year. Employee continuation is anticipated, contingent on funding, workload, and performance.

The hourly (non-exempt) wage range is between \$25.98-\$32.45, depending on skills and experience. Cost of living adjustments are made annually in July.

Advancement

Advancement in step may occur at a frequency of at least every two years and is based on employee performance. Step raises outside this interval may also be granted for employee achievements, such as professional licensure or completing a graduate degree. Advancement in category is based on criteria including experience, a strong performance record, and an increase in responsibility.

Insurance

Medical, dental, vision, and life insurance are available for employees and dependents.

Paid time off

Paid time off includes:

- 14 holidays per year, including December 25 to January 1
- 6 ⅔ hours of vacation per month (increases with length of service)
- 8 hours of sick leave per month
- 1 personal day per calendar year

Paid leave is also provided for voting and jury duty, and programs are available for pregnancy, disability, and family medical leave.

Retirement

Beginning at one year of service, employer contributions of 10% of employee gross wages are made to a 403(b) employer-paid retirement investment plan.

Additional benefit information

For additional information on leave accruals, insurance, and other benefits, view the Cal Poly Humboldt Sponsored Programs Personnel Manual at: <https://research.humboldt.edu/responsibilities-compliance/research-and-institutional-policies>.

Please note that this is not a Cal Poly Humboldt (California State University) position.



How to apply

Deadline

All application materials must be received by 5 pm Pacific Time (US) on March 31, 2024.

Materials

Applicants must submit all of the following via email to schatzenergy@humboldt.edu:

- A 1-2 page formal letter of application explaining your interest in working on the off-grid energy access team and your qualifications for the position. Please note that communication skills are very important for this position, and we will use this letter as a writing sample. Please include your ability to work during typical working hours in the Pacific Time and your willingness to be located within a weekly commuting distance of Arcata, California.
- A resume (3 pages maximum is preferred, but we encourage you to include all relevant and transferable experience and skills you wish us to consider)
- Contact information for 3 references
- A Cal Poly Humboldt Sponsored Programs Foundation Employee Information Form for Applicants: <https://forms.humboldt.edu/spf-self-identification-form-job-applicants-eif-pre-offer>. (Fill in Submission Email/Contact fields as follows: Name = Schatz Energy Research Center, Email = schatzenergy@humboldt.edu.)
- Applications that do not include all of the above information (including working hours and location) will not be considered.

All applicants must also complete a short online skills assessment at: <https://forms.gle/pApGECiB6pcueV3Y6> Please contact us if you are unable to access or complete the Google Form.

Be sure to address all the minimum and desired qualifications that you meet in your application materials. Applications submitted with incomplete materials or that exceed the maximum lengths stated above may not be considered. Letters may be addressed to the "Search Committee."

Affirmative action & equal opportunity

The Schatz Center is a part of the Cal Poly Humboldt [Sponsored Programs Foundation](#) (SPF), 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 SPF's Equal Employment Opportunity hiring can be found at: <https://research.humboldt.edu/employment/hiring>.



Questions and inquiries

- For assistance with the application process, please submit an Accommodation Request Form or call the Compliance Support Coordinator at (707) 826-5169. <https://forms.humboldt.edu/spf-accomodation-request-form>
- Learn more about our employment opportunities at schatzcenter.org/jobs.
- For additional information, please email schatzenergy@humboldt.edu or call (707) 826-4345.