HSU Sponsored Programs Foundation  
Job Announcement  
*This is not a state position*

**Position:** Program Analyst  
**Location:** Humboldt State University  
**Hours:** Full Time, 12 months/year, Non-Exempt  
**Salary:** $3,640-$4,500/monthly dependent on the qualifications of the candidate. Position will be eligible to participate in medical, dental, vision and retirement benefits.  
**Project Name:** California Center for Rural Policy (CCRP)  
**Supervisor:** Executive Director

This is a full-time, 12-month appointment. Continuation of this position is contingent upon satisfactory performance and project funding. This is not a state or federal position.

The California Center for Rural Policy (CCRP), located at Humboldt State University (HSU), conducts research to inform policy, build community, and promote the health and well-being of rural people and environments. CCRP has a diverse portfolio of projects which are of varying size and duration.

**Duties:** Reporting to the CCRP Executive Director, the Program Analyst assists in a variety of duties related to research, outreach and operations utilizing a team approach. This collaborative work includes conducting research and reporting on findings, producing high quality versions of others’ work using design tools, maintaining CCRP’s outward facing presence, and supporting grant writing and development work. This position also includes fiscal analysis and administrative support.

*General responsibilities include, but are not limited to:*

**Research and Program Development**
- Design and administer surveys  
- Conduct qualitative interviews and maintain effective tools for tracking participants  
- Identify and compile secondary data from a variety of sources  
- Analyze and interpret quantitative and qualitative data  
- Create qualitative and quantitative reports based on research findings  
- Write reports summarizing research findings  
- Write Institutional Review Board (IRB) applications for research projects  
- Research funding opportunities for CCRP and support grant and proposal writing  
- Support development of HSU partnerships and projects

**Program Support**
- Copy editing for other staff members’ reports  
- Format reports using In-Design  
- Organize and facilitate community meetings
Operations
- Grant forecasting
- Grant management
- Support with spreadsheets
- Payments to subcontractors and vendors (infrequent)

Other tasks and duties as assigned:

Qualities of a Successful Program Analyst
- Experience completing IRB applications
- Experience conducting research and evaluation for small and large projects
- Ability to balance high-quality research with meeting the needs of the client
- Ability to work within the scope of resources available on each project
- Ability to translate research and evaluation findings for a wide variety of audiences
- Ability to meet deadlines and complete deliverables on time
- Willingness to adapt to meet the organization’s changing needs
- Ability to problem solve, support staff in problem solving, and consult with ED when necessary
- Willingness to be a team player and help all members of the team to be successful

Qualifications
- Excellent computer skills and proficient in the Google Suite and other online collaboration tools
- A demonstrated ability to use the Adobe Creative Suite
- Strong Excel skills
- Experience with or willingness to learn Tableau, Atlas TI, SPSS, and other data analysis software
- Excellent verbal and written communication skills
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Excels at operating in a fast paced work environment with a wide variety of projects and clients
- Ability to take constructive criticism, make changes, and grow
- Ability to look at situations from several points of view
- Demonstrates high cultural competency
- Able to work independently and with a wide variety of individuals and organizations
- Ability to travel when required by projects

Education & Experience: A bachelor’s degree from an accredited college or university or the equivalent and 2 or more years of relevant experience.

Application Procedure: Applicants must submit 1) resume detailing work history and related experience, 2) a letter of application, 3) names, addresses, and daytime telephone numbers of three professional references and 4) the HSU SPF Employee Information Form for applicants to:
Application Deadline: Review of application materials will begin December 15, 2021 and will continue until the position is filled.

Humboldt State University Sponsored Programs Foundation is committed to achieving the goals of equal opportunity and endeavors to employ people of the highest quality reflecting the ethnic and cultural diversity of the state. Humboldt State University Sponsored Programs Foundation is an Equal Opportunity/Title IX/ADA Employer. Applications from qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University Sponsored Programs Foundation hires only individuals authorized to work in the United States of America. Employment with Humboldt State University Sponsored Programs is "At Will," and may be terminated with or without cause.

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 contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the HSU Human Resources website at http://www.humboldt.edu/hsuhr. 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 HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.