Job Announcement

This is not a state position

**Job Title:** Office Support Coordinator  
**Location:** HSU Campus, Arcata  
**Hours:** 20 hours/week, 12 months/year  
**Wage:** $16-$21/hr, depending on experience  
**Project Name:** Northern California Procurement Technical Assistance Center (PTAC)  
**Supervisor:** Norcal PTAC Program Director

**GENERAL INFORMATION:**
This is a 12-month, non-exempt position, 20 hours per week. Retirement contributions are provided by HSU-SPF after 1,000 hours of work in the first year. Knowledge of government purchasing is not required. While continuation of this position is foreseen for years to come, all Norcal PTAC positions are contingent on continued federal funding. This is not a state or federal position.

The Norcal PTAC is part of Humboldt State University's Sponsored Programs Foundation and hosted by the Northern California Small Business Development Center (SBDC). Headquarters are located on campus in Arcata, CA. This nonprofit grant program serves the small business community in fifteen northern counties of California (see https://www.norcalptac.org/about/service-area-norcal-ptac for service area). The mission of our organization is to help small, minority-owned, woman-owned, veteran-owned, and otherwise disadvantaged businesses sell their products and services to government agencies. Funding for this program comes from the federal Defense Logistics Agency (DLA) and other state and local government grants and contracts. Humboldt State University has hosted the PTAC program since 2013. See www.norcalptac.org for more information.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**
- Oversee client intake and registration processes in database tracking system, Neoserra
- Answer incoming calls on PTAC’s main phone line from current and potential clients
- Process PTAC travel claims and payment requests
- Reconcile expenses with online accounting system OBI
- Assist with quarterly and annual programmatic/fiscal grant reporting and billing processes
- Assist with grant writing process
- Assist with coordinating PTAC events including facilities arrangement, logistics support and registrations
- Assist with website updates
- Attend and assist with PTAC events and webinars within Northern California
- Reconcile PTAC event records in Neoserra
- Collect procurement award information quarterly from federal and state public registries and enter information into Neoserra
- Research and keep up to date on relevant contracting opportunities, process or regulatory changes, procurement systems, and multiple award schedules
- Manage and process payroll for PTAC team of 12, including remote workers
- Prepare monthly credit card reconciliation
- Maintain office supplies, equipment and materials
- Provide supervision to summer student intern
- Assist PTAC Program Director and other PTAC staff as assigned

**MINIMUM QUALIFICATIONS:**
- At least two years of experience in office administration, bookkeeping, and/or grant management
- Detail-orientated with excellent organizational and multi-tasking abilities
Ability to learn new, complex topics easily
Excellent written and verbal communication skills
Computer skills required including proficiency in Word, Excel, PowerPoint
Ability to conduct online research, manage a database, and learn new software applications
Read, comprehend and interpret written materials of moderate to complex difficulty
Willing to travel for events within Northern California, possibly including SF bay area and Redding
AA or Bachelor’s Degree preferred from an accredited university or the equivalent in 4 years or more of sufficient and progressively responsible office coordination and customer service experience

PREFERRED QUALIFICATIONS:
- BA/BS in Business Administration, Contract Management, a related discipline, or equivalent experience
- Knowledge of government procurement principles and processes
- Knowledge of grant management principles and processes
- Previous experience working with or for small businesses or nonprofits
- Previous experience with construction administrative support or veteran/military services
- Familiarity with Neoserra or other Customer Relationship Management databases

APPLICATION PROCEDURE:
Qualified applicants should submit the following via email to taylor@norcalptac.org:

1. HSU application
2. Cover Letter
3. Résumé
4. Three professional reference contacts
5. HSU SPF Self Identification Form for Job Applicants (signed in two places)

Incomplete applications will not be considered.

For questions regarding this posting contact the Program Director at kristina.kunkel@humboldt.edu.

Application Review Date: Thursday, March 5, 2020, 12:00 Noon. Position will be open until filled.

Humboldt State University Sponsored Programs Foundation (HSU SPF) 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 call the SPF Office Manager at (707) 826-5169.

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.