Job Title: TRIO Educational Talent Search Office Manager

Wage: $18.00-$22.00 per hour depending on experience;

Hours: Full-time 35.0 hours per week / Monday – Friday 8:30 a.m. to 4:30 p.m. This is a Non-Exempt, 12-month position. For eligible positions, the job offers a competitive benefits package including group health, dental, vision, and retirement (after one year of service with 1,000 hours in that year).

Project Name: Talent Search 22-27

Supervisor: Rose Francia, Talent Search Director

POSITION SUMMARY
Reporting to the Director of Educational Talent Search (ETS), the ETS office manager provides administrative support services for the ETS program and special events including, but not limited to, TRIO Ambassador programming, TRIO College Tour, TRIO Summer Programming, TRIO Winter Academy, TRIO family workshops, and staff meetings, retreats, and collaborations. The ETS Office Manager will update policies and procedures, maintain confidential staff and participant files, train and supervise student assistants, provide technical support to ETS staff, and is responsible for overseeing data entry and maintenance of the electronic student data system (Blumen).

JOB FUNCTIONS
General Office Duties
- Answer telephone, retrieve voicemail and route messages
- Explain ETS program to callers and visitors
- Work collaboratively with director and staff to generate Talent Search program newsletters and college access calendar events calendar twice per year
- Process incoming and outgoing mail and work with HSU Marcom to ensure best rate for bulk mailings and to update participants mailing addresses using the bulk mailing feature
- Track inventory of office supplies and order as needed
- Manage supply orders and distribution for participant programming, including summer program and ordering textbooks for concurrent enrollment students
- Assure that office equipment is in good working order, act as a liaison between Talent Search and ITS technical support
- Process requests for computer access and individual accounts
- Support distribution and management of technology loans for participants
- Navigate variety of HSU portals, including Peoplesoft for program credit card reconciliation, 25Live for room and calendar reservations
- Process hiring paperwork and other documentation required in onboarding new staff and student staff. Similarly, process separation documents as needed. Maintain confidential staff and participants files.
- Process personnel and payroll documents including staff, student assistant, and special consultant appointments.
- Train student assistants and provide support and guidance on task completion.
- Oversee data-entry and maintenance of the electronic student data system (Blumen).
- Maintain Talent Search website in collaboration with HSU Marcom.
- Manage DocuSign account for variety of ETS program needs, including application submissions.
- Manage ETS social media pages and promotions.
- Assemble on-going documentation in support of required compliance for Talent search grant and other funding sources.
- Assist professional staff with range of clerical and administrative tasks.
- Coordinate professional development opportunities as well as student registration in 3rd party events, trainings, or workshops.
- Process petty cash, purchase orders, work orders, moving requests, and key requests.
- Reconcile program expenditures on a monthly basis.
- Assist in preparation and process of travel requests and claims.
- Serve as Talent Search point-of-contact with Telecommunications: Process documents for telephone and network changes, additions, deletions, and HSU directory updates. Assist with maintenance of our in-house listservs, Google calendars, and Google Drive.
- Update and maintain desk reference manual, policies, and procedures.
- Other general office support duties as needed.
- During COVID-19, coordinate HSU, ETS, & school district COVID-19 protocols for safe in-person and/or virtual operations.

ETS Program and Special Event Support
- Manage participant application process, including adjusting/updating process as needed.
  - Review ETS student participant applications for completeness.
  - Supervise Student Assistants in entering new ETS participants and all subsequent participant data into Blumen database.
  - Log and track pending ETS student applications.
  - Process and maintain all ETS student participant files as required by federal grant.
- Order and assemble materials for ETS entry interviews, tutor manuals, workshops.
- Track participant registrations for ETS and HSU events.
- Provide support in the event of an emergency to ETS academic advisors or tutors.
- Place advertisements for tutors and work study students as needed.
- Process all paperwork for ETS tutor and work study student applications.
- Prepare bi-monthly payroll for ETS staff & tutors, and monthly payroll for work study.
- Process invoices, check requests, purchase requests, travel claims, and reimbursements.
- Facilitate ETS staff meetings; prepare agenda, take notes, and distribute minutes.

MINIMUM QUALIFICATIONS
Completion of a Bachelor’s Degree or its equivalent, and demonstrated ability to:
- work effectively in a multi-task environment by organizing and planning work.
- function effectively with minimal supervision and solve problems independently
- create a friendly, supportive, and professional atmosphere
- communicate effectively and professionally both orally and in writing
- perform tasks with attention to detail and accuracy
- process sensitive and confidential information in a responsible manner
- use MS Word, Excel, Google Calendars, and databases
- interact sensitively with diverse groups of people

**PREFERRED EXPERIENCE**
- One-year office management experience
- Bilingual in Spanish and English
- Experience working in an educational equity and access program
- Success in overcoming barriers similar to those confronting the project's target population
- Experience with DocuSign

**Application Instructions:** To apply, submit the following to rsf9@humboldt.edu:
1. Resume
2. Cover Letter
3. Three professional references
4. HSU SPF Employee Information Form for Applicants

If you have any questions regarding this position call Rose Francia at (707) 826-5216 or email at rsf9@humboldt.edu.

**Application review date:** Initial review August 27th, 2021; positions open until filled

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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 the continued employment of current HSU SPF employees who apply for this position.