Cal Poly Humboldt Sponsored Programs Foundation
Job Announcement
This is not a state position

Job Title: Administrative Support Assistant
Location: Arcata, CA
Hours: 29 hours a week
Wage: $22/hour
Project Name: Northern California Small Business Development Lead Center (Norcal SBDC)
Supervisor: Associate Regional Director, Finance

GENERAL INFORMATION
Are you looking for an opportunity to learn more and get some hands-on experience in the business world as well as in economic development? Then, this is the perfect job for you. Come and join the Norcal SBDC to learn more about our small businesses!

The Norcal SBDC is part of Cal Poly Humboldt Sponsored Programs Foundation. The Lead Center (headquarters) are located on campus in Arcata, CA as well as Eureka, CA. The program serves the business community in 36 northern counties of California with non-credit education and consulting. Funding for these programs comes from the federal Small Business Administration (SBA), and the California Governor’s Office of Economic Development (GO-Biz). Humboldt State University has hosted the SBDC program since January 2006.

POSITION SUMMARY
Under the general supervision of the Associate Director of Finance, the Student Assistant will provide support related to data entry, travel claims, and other expense reports, access Cal Poly’s financial systems to support reconciliation. Position will also learn about federal and state grant management processes and assist grant analysts in these tasks.

KNOWLEDGE, SKILLS & ABILITIES
- Excellent interpersonal skills
- Experience using Google Sheets
- Ability to pick up new processes quickly
- Flexibility

MINIMUM QUALIFICATIONS
- Pursuing a Bachelor’s degree in business, economics, or other fields.

APPLICATION PROCEDURE
Qualified applicants should submit the following items via email to the Office Manager at careers@norcalsbdc.org
1. Cover letter
2. Résumé
3. Three professional reference contacts
4. CSU SPF Employee Information Form for Applicants: SPF Self-Identification Form for Job Applicants
Application Review Date: August 24th, 5pm (open until filled).

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt 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 Cal Poly Humboldt Human Resources website at https://hraps.humboldt.edu/reasonable-accommodation. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.