Sponsored Programs Foundation

JOB DESCRIPTION

This is not a state position

La Comida Nos Une Student Assistant

Date: August 29, 2022
Title: Student Assistant
Wage: $15.50/ hour
Supervisor: Susan Edinger Marshall, Forestry & Wildland Resources Dept.

Description:
This is a student assistant position for the Comida Nos Une program, administered through Cal Poly Humboldt Sponsored Programs Foundation (Auxiliary). The program is funded by a 4-year USDA Hispanic Serving Institutions grant and can fund up to 100 hours for each academic year. This position is open to students currently enrolled at Humboldt State University. The position requires reliable access to a computer and the Internet, and the ability to work remotely. Weekly hours will fluctuate based on current needs of the program. Activities may include managing the program website, coordinating with faculty learning communities, working with community members and students, and participating in the planning and promotion of program events.

Duties:
Website design and management; clerical work (e.g., responding to email inquiries, recording meeting minutes); assisting with meeting coordination. Assisting with event design, promotion, coordination and facilitation.

Required Qualifications:
Knowledge of relevant software applications (Microsoft Office, Google Drive, and Access), knowledge of office management systems and procedures, excellent organizational, time-management, and planning skills; ability to prioritize tasks, attention to detail and accuracy, adaptable to changing work environment, good communication and problem-solving skills. Ability to work well with others and independently.
Availability for both Fall 2022 & Spring 2023 semesters.

Preferred Qualifications:
Ability to speak Spanish, and knowledge of, or interest in the study of food systems and agriculture is desirable.

Anticipated Start Date: Fall 2022
To apply, submit resume or CV and cover letter to Susan Edinger Marshall at sem11@humboldt.edu.

Open until filled. First review of candidates will be on September 9, 2022

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.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.