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

Job Title: McNair Humboldt Program Director
Location: Cal Poly Humboldt, Arcata, CA
Position: Full Time, 12-months/year, Exempt
Wage: $64,000-$66,000/year dependent on the qualifications of the candidate.
Project Name: Cal Poly Humboldt Ronald E. McNair Program
Supervisor: Dr. Nievita Bueno Watts, Director, Indian Natural resources, Science & Engineering Program + Diversity in STEM (INRSEP+)

This is a full-time, in-person, 12 month position. Continuation of this position is contingent upon satisfactory performance and project funding. Position will be eligible to participate in medical, dental, vision, life and retirement benefits. This is not a state or federal position.

The McNair Humboldt Program Director is responsible for successful execution of Department of Education funded Ronald E. McNair Post-Baccalaureate Achievement Program at Cal Poly Humboldt. The McNair Scholars Program prepares students who are: 1) low income and first generation or 2) underrepresented in their field of study apply for and gain admittance to PhD programs.

Reporting directly to the Director of Cal Poly Humboldt's Indian Natural Resources, Science & Engineering Program + Diversity in STEM (INRSEP+), the McNair Humboldt Program Director will join a highly dynamic and effective team responsible for retention, graduation, and career or graduate program placement of students traditionally underrepresented in STEM fields. Cal Poly Humboldt hosts additional well-established TRiO programs, including EOP/SSS, Talent Search, and Upward Bound.

Now is an exciting time to join the INRSEP+ team as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state’s third polytechnic institution and the first in Northern California. Backed by a historic state investment, we’re adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavor to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.
Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies. INRSEP has been in existence and serving Humboldt students for over 50 years. Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

**Essential functions of the job**: The incumbent will be responsible for the following operations. Typical duties include, but are not limited to:

- Provide leadership necessary to accomplish program goals
- Administer and manage the grant
- Maintain all programmatic and financial files and records
- Program evaluation and reporting
- Direct, implement and coordinate all McNair related activates
- Develop and implement a summer research course and experience
- Coordinate student research initiatives
- Recruit and select staff and scholars
- Interview, hire, and train employees; plan, assign, and direct work; appraise performance
- Provide support and mentoring for McNair scholars
- Arrange travel
- Accompany McNair scholars on graduate school visits and to research presentation forums or conferences. **Overnight travel and a driver’s license is required.**
- Represent the program internally and externally, increase awareness of the project and serve as spokesperson as necessary.
- Develop a network of relationships with faculty and university personnel both within and without Cal Poly Humboldt
- Coordinate the Advisory Board
- Perform other duties as assigned.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master’s Degree required; preferably in a STEM field, higher education administration, student development, counseling and guidance, or education; Doctoral Degree preferred
- **Minimum of three (3) years’ experience with federal TRIO programs, academic support programs, or similar projects or programs for diverse student populations required**
- Minimum of three (3) years’ experience in higher education program management; budget management; program development; staff/personnel supervision; evaluation and reporting required. Reporting and compliance with federal regulations preferred.
• Minimum of three (3) years collegiate teaching and/or administrative experience; including working with underrepresented students preferred.
• Experience conducting independent research and professional presentations.
• Professional or personal experience in overcoming barriers similar to those confronting Project Participants.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Knowledge of the educational, social, and cultural patterns and needs of disadvantaged students and methods available to meet these needs.
• Knowledge of barriers to post baccalaureate education faced by disadvantaged students
• Knowledge of doctoral program admissions processes and practices
• Knowledge of principles and practices of administrative organization and management of educational opportunity programs.
• Knowledge of applicable federal, state, local, rules and regulations
• Ability to develop budgets and monitor expenditures
• Ability to develop effective working relationships with faculty, campus officials, staff, and students from diverse backgrounds
• Ability to plan, supervise and evaluate the work of others
• Ability to collect and analyze data and conduct internal Program evaluations (formative and summative)
• Ability to organize, prioritize, and manage multiple priorities and functions.
• Expertise in using technology and databases
• Expertise with student longitudinal data tracking methods
• Experience with student support program development and implementation
• Experience with curriculum development and implementation
• Experience or training in student retention, development and transition to doctoral work
• Experience or training in academic and financial counseling
• Experience in terminal degree attainment
• Experience developing, conducting, and disseminating independent research
• Experience navigating and nurturing mentor/student research relationships
• Success connecting students to undergraduate and graduate opportunities
• Good written and verbal communication, including demonstrated public speaking and presentation skills are essential

Application Instructions: Qualified applicants should submit the following via email to Nievita.Bueno.Watts@humboldt.edu

1. Cover Letter
2. Résumé/CV
3. Three professional reference contacts (phone and email)
4. SPF Self-Identification Form for Job Applicants

If you have any questions regarding this position contact Dr. Nievita Bueno Watts, Director, INRSEP+ at Nievita.Bueno.Watts@humboldt.edu

Application review date: November 15, 2022 by 5:00 pm Pacific; position 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](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.