Sponsored Programs Foundation
JOB DESCRIPTION
La Comida Nos Une Student Assistant

Date: September 9, 2020
Title: Student Assistant
Wage: $13.00-$15.00/ hour depending on experience and qualifications
Supervisor: May Patiño, Department of Anthropology

Description:
This is a student assistant position for the “La Comida nos une” program, administered through Humboldt State 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 development of 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, development, 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 2020 & Spring 2021 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 2020
To apply submit resume and cover letter, including specific experience to May Patiño at mrb17@humboldt.edu.

First review of candidates will be on September 17, 2020.