

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

Position Title: Project Coordinator

Salary: \$31/hour

Job Type: Full-Time, Non-Exempt, 12-month position with benefits

Work Schedule: 40 hours per week

Location: This is a position within the Cal Poly Humboldt Sponsored Programs Foundation (not a state position)

Project Name: Title V DHSI Caminar Juntos

Supervisor: Principal Investigator/Director

Application Deadline: January 17, 2025

Position Overview:

The Cal Poly Humboldt Sponsored Programs Foundation invites applications for the position of Coordinator for the Title V DHSI Caminar Juntos project. This position plays a critical role in providing administrative and analytical support, assisting in budget management, personnel oversight, and project development. The continuation of the position is contingent upon satisfactory performance and project funding.

Key Responsibilities:

Project Management & Administrative Support (40%):

- Provide budget support, including projections and forecasting.
- Monitor and report on enrollment, budget, and personnel scenarios.
- Oversee personnel actions and assist with specialized project reporting.
- Support the development of project-related policies and procedures.

Training & Documentation (40%):

- Develop training materials, troubleshooting guides, and documentation for grant-related activities.
- Provide training to grant staff as needed and ensure documentation of support items is relayed to collaborators.
- Participate in professional development and training events, including occasional travel.

Collaboration & Communication (20%):

- Work closely with campus partners and grant staff to improve service delivery.
- Maintain open and effective communication, demonstrating flexibility and teamwork in all interactions.

Required Qualifications:

- Bachelor's degree and/or equivalent training, along with two years of full-time administrative coordination experience.
- Experience in programmatic development, policy formulation, or administrative procedures.

Preferred Qualifications:

- Master's degree.
- Experience with Title V/HSI implementation on school campuses.
- Three years of progressively responsible experience in a similar role.
- Experience working with students, faculty, and staff in a higher education setting.
- Proficiency in software applications, such as PeopleSoft, Insight, Microsoft Office Suite (including Visio, SharePoint, and PowerPoint), Skype, and ZOOM.
- Familiarity with campus organization and structure.
- Lead work or supervisory experience.
- Advanced skills in spreadsheet applications (queries, pivot tables, charts, macros).
- Demonstrated professionalism, especially in handling sensitive and confidential matters.

Application Instructions: To apply, submit application materials to Maria.gonzalez@humboldt.edu and CC jq54@humboldt.edu

1. Resume
2. Cover Letter
3. References
4. ** [SPF Self-Identification Form for Job Applicants](#)

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](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

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://disability.humboldt.edu/>. 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.