

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

Job Title: Regional Broadcast Engineer, Transmission

Location: Arcata, CA. We will not be considering people who wish to work remotely.

Hours: Part time, Non-Exempt, year round position.

Wage: \$25.68 - \$28.85 /hour; depending on experience

Project Name: ADV Initiative Research Trust (T8093)

Supervisor: Chief Operations Officer, Initiatives

Regional Broadcast Engineer, Transmission (RBET) maintains maximum uptime for all of Cal Poly Humboldt's broadcast transmission sites and studio transmitter links, specifically in the area of Broadcast Engineering.

Essential Functions of the Job:

- Manage and maintain satellite downlink and IP feeds from programming sources, such as NPR, APM and PRX, into Cal Poly Humboldt broadcast facilities.
- Install and/or fabricate technical equipment and other electronic, electrical or mechanical construction work, as required with minimal supervision.
- Inspect and monitor the condition of critical systems components, resolving issues and making recommendations promptly as needed.
- Make adjustments and repairs to modules and system components as required to maintain system reliability.
- The position requires on-call, evening, overnight and weekend work as required to meet essential responsibilities as well as limited travel in Northern California.
- Perform other related duties as assigned.

Minimum Qualifications: Minimum three years of prior experience in a broadcast or cable television environment required. Must possess a minimum of an Associates degree in Electronics Technology or related discipline or industry experience is required. Familiarity with Visio and/or other high-end drafting software is required.

Preferred Job Requirements: Preferred qualifications include a Bachelor's degree in Electrical Engineering or related discipline.

Knowledge, Skills and Abilities: Excellent communication skills including Microsoft Word, Excel, and Outlook. Must be competent in operations, troubleshooting, general repairs (down to the component level), calibration, installation and construction of state-of-the-art broadcast equipment including but not limited to digital and analog signal monitoring and processing. Knowledge and experience with the following systems or equivalent: Enco automation, Telos/Axia workstations, Comrex, Tieline, satellite demodulators, satellite antennas and associated mechanical systems, computer networking, cell router setup and configuration. Ability to work independently on assignments and report back in a timely and accurate manner on progress, excellent time management skills - must be able to collaborate effectively in highly diverse, cross-departmental teams and interact constructively with member station representatives.

Physical Demand and Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Instructions:

Application Procedure: Qualified applicants should submit the following via email to Kate Shea at kss8@humboldt.edu

1. Cover Letter
2. Résumé
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 Kate Shea 707-267-8969 or kss8@humboldt.edu.

Application Review Date: Friday, June 14, 2024; 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](#).

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://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.