

## Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

*This is not a state position*

**Job Title:** EPIIC Website Developer

**Wage:** Hourly rate of \$20.00, dependent on experience, for up to 20 hrs/week, starting April 11, 2025 and ending when the website is completed.

**Project Name:** NSF, Enabling Partnerships to Increase Innovation Capacity (EPIIC)

**Supervisor:** Bori Mazzag, Associate Dean of CNRS

**Position Summary:** The Website Developer will be responsible for creating a portal that connects to campus offices and organizations that offer internships to Cal Poly Humboldt students. The Website Developer will work closely with the Marketing & Communications, the campus offices represented on the website and the NSF EPIIC leadership team, including the PI, Bori Mazzag and the EPIIC project Coordinator, Angela Rich.

The Developer will use templates and branding used by Cal Poly Humboldt, and will follow the concepts developed for the website through the EPIIC grant. The content for the website will be provided by campus organizations and the EPIIC team.

**Essential functions of the job:** The web developer will take the lead on the implementation of the website. Key responsibilities include

- Meeting with key constituents, including MarCom, Center for Community Based Learning, Career Development, Library Dean.
- Developing the website
- Offering technical solutions and support
- Present features of the site to the Internship Stakeholders meeting
- Provide information for the annual reporting

**Minimum Qualifications:** Web development expertise demonstrated by coursework or completed projects, good written and verbal communication skills, strong organizational skills, ability to uphold professional standards (such as professional communication and good time management) and the ability to work independently as well as part of a team. Preference will be given to candidates with an interest in STEM workforce development, experience/knowledge of web design, HTML, CSS, familiarity with Drupal, other content management systems, and web editing platforms.

**Application Instructions:** To apply submit a resume and a cover letter along with the \*\* [SPF Self-Identification Form for Job Applicants](#) to Bori Mazzag at borim@humboldt.edu..

If you have any questions regarding this position please email Bori Mazzag at borim@humboldt.edu

**Application review date: April 1, 2025**

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.