

Cal Poly Humboldt Sponsored Programs Foundation

JOB ANNOUNCEMENT

This is not a state position

Title: Research Development Coordinator (RDC)
Wage: \$22-\$25/hr, non-exempt
Unit: General Operations
Supervisor: Research Development Lead

Essential functions of the job: This is a full-time staff position for Cal Poly Humboldt Sponsored Programs Foundation (Auxiliary). This is an office environment and business casual dress code is expected. Must be available to work between Monday-Friday 8am-5pm. This is not a State of California position and is at-will employment. **This position is eligible for telecommuting.*

Under the day-to-day direction of the Research Development Lead (RDL), and in close collaboration with the Research Development & Marketing Coordinator (RDMC), the RDC is responsible for the administrative support of the Research Development Office including but not limited to:

Essential Functions of this position:

- **Event coordination:**
 - Managing logistics around Research Development events including panel discussions, info sessions, mixers, and grant writing programming. Includes (but is not limited to) activities such as reserving space, coordinating catering, scheduling photographer & videographer where applicable, coordinating set-up and take-down where appropriate.
- **Trello Management:**
 - Monitor and Maintenance” Check boards for consistency on a regular basis
 - Help staff troubleshoot Trello issues
 - Help create new automations and/or boards as required
- **Funding Searches:**
 - Provide trainings to Cal Poly Humboldt faculty, staff, graduate students on how to use Pivot (grant search platform)
 - Request CVs to pre-fill Pivot profiles before meeting with faculty. Check profile for accuracy during meeting with faculty.
 - Manage curated grant lists in Pivot
 - Review grants via saved searches on a weekly basis, adding new opportunities as appropriate
 - Create new lists as requested by Pre-Award Specialists or RDL
 - Perform outreach as appropriate to publicize new lists
- **Assist in management of Internal Competitions:**
 - Assist RDL in keeping workflow management system updated
 - Create new competitions in submission system
 - Keep competition announcement portal up to date
 - Prepare reviewer feedback for internal competition applicants
 - Follow up with non-funded applicants to assist with grant searches for funding alternatives

- **Conduct outreach** to faculty, campus departments, colleges, centers, etc., to:
 - Enroll and train them in Pivot
 - Help with curated funding searches, and follow up on their search results and needs
 - Offer training and informational meetings on funding opportunities, SPF services, etc.
 - Meet with faculty to discuss research interests and funding needs - assist in finding appropriate funding opportunities via systems like Pivot, Instrumentl, Grants.Gov, etc.

- **Pre-Award & Marketing support:** Other tasks as requested periodically by the Pre-Award Specialists, Research Development Lead, or Research Development & Marketing Coordinator:
 - Proposal editing upon request
 - Assistance with quarterly Newsletters particularly student / faculty spotlights
 - Website management
 - Graphic design assistance upon request (e.g. charts, graphs, and infographics)

- **Other duties:**
 - Coordinate Pre-Award '180-day past submission' query; schedule monthly Pre-Award meeting, follow-up regarding proposal status
 - Update list weekly with deadlines as funding opportunities become available (before each Tuesday meeting)
 - Attend weekly staff, Pre-Award, Research Development, and 1:1 meetings with supervisors as applicable
 - Attend webinars and webcasts as appropriate
 - Reach out to funders as requested by Pre-Award Specialists

Required Knowledge, Ability, & Skills:

- Excellent customer service & communication skills.
- Works well with others & can also work independently on task-oriented projects.
- Excellent organizational and planning skills
- Ability to prioritize tasks, strong attention to detail and accuracy
- Adaptable to a changing work environment
- Creative and self-motivated
- Strong problem-solving skills
- Experience with and/or willingness to learn about various software applications (Excel, GoogleDrive, Pivot, Access, social media platforms, etc.)
- Ability to work under pressure and meet deadlines in a fast-paced environment.

Preferred Knowledge, Ability, & Skills:

- Experience in higher education is preferred
- Experience working in an office environment is a plus.
- Experience with graphic design and event planning.
- Experience with statistics and complex data sets is preferred.
- Experience with software programs is preferred

Application Instructions: To apply submit a cover letter and CV along with the [SPF Self-Identification Form for Job Applicants](#) to Erika Wright at Erika.Wright@humboldt.edu

If you have any questions regarding this position email Erika Wright at Erika.Wright@humboldt.edu.

Application review date: March 10, 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 candidates 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.