

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Retention Assistant

Wage: \$20-\$25 an hour depending on experience

Project Name: Title VI

Supervisor: Rose Francia

Essential functions of the job:

This position provides assistance to connect students to resources to assist in their successful transition from College of the Redwoods to Cal Poly Humboldt and to achieve their goal of program completion. This individual will work directly with students from first semester registration throughout their program by providing support, suggestions, direction and assistance in resolving issues which may prevent students from completing their education. The Retention Assistant is expected to work 20 hours per week with a schedule to be determined by the Director of TRIO Talent Search.

Responsibilities:

- Establish and maintain a relationship with assigned students.
- Assist in providing information and programming to new and returning students.
- Conduct personalized meetings with students to help make appropriate referrals to University resources.
- Support in leading focus groups for student populations.
- Assist in developing processes to better serve the student needs.
- Document activity appropriately in University systems.
- Other duties as assigned.

Minimum Qualifications:

- Effective interpersonal skills
- Effective communication skills
- Effective organizational skills
- Ability to show empathy and work effectively with students in crisis situations
- Ability to perform in a professional manner with faculty, staff, students, and parents/caregivers

- Ability to work effectively as a member of a team
- Ability to develop and work with student tracking system
- Microsoft Word and Sheets programs proficiency and ability to learn new computer skills
- Adherence to professional ethics including confidentiality
- Have earned a Bachelor's Degree
- Relevant work experience
- Driver's License

Application Instructions: To apply, submit a **resume, cover letter, three professional references**, and the ** SPF Self-Identification Form for Job Applicants to Rose Francia rsf9@humboldt.edu. If you have questions regarding the position, please call 707 826-8216.

Application review date: Initial review **December 5th**, 2024; position 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://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.