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

Job Title: Associate Director, Office of Initiatives
Wage: $36-38hr. This is a Full Time, Non-Exempt, 12-month, in-person, benefit eligible position. The schedule is 40 hours per week. The schedule is 40 hours per week. Continuation of this position is contingent upon satisfactory performance and project funding. **Multiple openings**. This is not a state or federal position.
Project Name: Various projects
Supervisor: Principal Investigator, Director

Position Summary
The Associate Director is responsible for supporting the administration, management, and implementation of the various projects. This position coordinates project activities and services for participating students, oversees fiscal and personnel matters, monitors project compliance and outcomes, and serves as a liaison between the project, Cal Poly Humboldt, partner schools, and other community and educational organizations.

The Associate Director provides direct support to Students. The position also supports project evaluation, reporting, and continuous improvement to ensure project activities meet established goals, objectives, and applicable federal requirements. Travel to target schools and other program locations will be required, including occasional overnight travel.

Essential Job Functions
30% Project management
- Ability to administer and manage educational opportunity programs
- Knowledge of applicable federal, state, and local rules and regulations
- Knowledge of principles and practices of administrative organization and management

10% Fiscal Oversight
- Ability to track expenditure with PI and assist to develop budgets, monitor expenditures, analyze data, and conduct internal Project evaluations (formative and summative)

20% Personnel management
- Ability to plan, supervise, and evaluate the work of others
- Knowledge of principles and practices of administrative organization and management

15% Liaison to the institution and outside entities

- Provide leadership in working with administrators and faculty to develop and assess the key milestones for implementation of the Action Plan.
- Represents the program externally, increases awareness of the project and serves as spokesperson as necessary.
- Develops and oversees strategic partnerships in order to meet the program's stated goals and increase community awareness and participation.

20% Direct services

- Knowledge of academic advising services, development of individualized service plans, and college, career, financial aid, and economic literacy services/programming for low-income and disadvantaged students
- Provide direction for Advisors and Tutors ongoing and ensure provision of services for students ongoing
- Other duties as assigned

Minimum Qualifications

- Master's degree in Education, Counseling, Student Services, Public Administration or related field; or a Master's degree in another field with experience working with disadvantaged youth
- Three years of supervisory experience, including hiring and conducting performance evaluations
- Three years of experience working with low-income students in an educational environment
- Basic knowledge of project evaluations using quantitative and qualitative methods
- Effective written, oral, and intercultural communication skills
- Ability to pass a background check
- Valid driver's license and the ability to travel to target schools

Required Knowledge, Skills, and Abilities

- Excellent written and verbal communication skills
- Strong organizational, problem-solving, and interpersonal skills
- Ability to transmit and store data securely and confidentially
- Proficiency with Microsoft Office and web-based collaboration tools

Preferred Qualifications:

- Grant management experience, budgetary experience ensuring effective use of funds in compliance with federal regulations and institutional procedures, and experience implementing federal grant regulations.
- Three years of experience working with financial aid, student advising, postsecondary admission, and/or career guidance.
- Experience as Director of similar federal programs
- Experience overcoming barriers similar to those faced by TRIO-eligible students

Application Instructions: To apply submit

1) Resume
2) Cover Letter
3) Three professional references
4) the SPF Self-Identification Form for Job Applicants to Kendall Williams at kendall.williams@humboldt.edu

Application Review Date: November 20, 2026. Open until filled.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity 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.