

**Associated Students of Cal Poly Humboldt
Job Announcement
This is not a state position**

Job Title: Administrative Coordinator
Hours: Full-Time
Compensation: \$21 - \$24 per hour, DOE
FLSA Status: Non-Exempt
Supervisor: A.S Executive Director

Summary

The Administrative Coordinator oversees the day-to-day operations and administrative functions of the A.S. Board of Directors, composed of eight student Board members, and collaborates with student staff to support these duties. The Administrative Coordinator supports the operations of the A.S. Board of Directors, including advising on and interpreting policies regarding the Sturgis Parliamentary Procedure and the Gloria Romero Open Meeting Act of 2000.

The Administrative Coordinator assists with agenda development, takes notes, and distributes materials related to the Board of Directors and its committees. The Administrative Coordinator assists in developing corporate policies, procedures, and resolution statements. The Administrative Coordinator will assist with training and execute leadership development of the A.S. Board membership as directed by the Executive Director of Associated Students. Additionally, the Administrative Coordinator oversees the administrative processes for the A.S. Grants programs.

For more information, go to our website: <https://associatedstudents.humboldt.edu/>

Essential Duties and Responsibilities:

Board of Directors

- Oversees the management of document flow from Board Committees to the Board of Directors.
- Oversees the creation and maintenance of action lists, scripts, calendars, and other documents as needed to ensure timely and proper execution of Board functions.

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- Oversees preparation of meeting agendas, notes, and supporting material for review, distribution, and posting in compliance with A.S. Bylaws, policies, and open meeting guidelines.
- Oversees the timely distribution of material to the Board of Directors.
- Supports the Board of Directors with meeting arrangements and travel
- Supports directives from the A.S board or Executive Director to streamline Board and Committee meetings, including the display of documentation materials and technological or other improvements to ensure the flow and timeliness of meetings.

Policy Interpretation, Compliance & Risk

- Advises and interprets policy on compliance with Sturgis Parliamentary Procedure and the Gloria Romero Open Meeting Act of 2000, including the timing of closed sessions and special or emergency meetings.
- Assists, consults, and collaborates on policies concerning student government, leadership, and management.
- Leads resolution preparation in collaboration with staff and student leaders.
- Supports compliance with applicable public records requirements and the retention of Board documents with applicable staff.

Leadership Development and Training

- Coaches and advises student leaders through regular meetings, frequent communication, and interactions.
- Takes part in researching, developing, and implementing effective training and development programs for student leaders, and attends and implements training and development programs at times after normal business hours and on weekends, as needed or directed.

Minimum Education and Experience Requirements:

- At least 3 years of experience in administrative support, executive assistance, program coordination, or governance support.

Preferred Education and Experience Requirements:

- A bachelor's degree
- Experience working in or with the CSU or CSU auxiliary field is preferred.
- Experience working with a non-profit Board of Directors is preferred.

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Knowledge, Skills, and Abilities:

- Knowledge of board governance, parliamentary procedure, applicable open meeting laws, public records requirements, records retention, and policy interpretation.
- Knowledge of administrative practices, including meeting planning, agenda and minute preparation, document management, and the use of Microsoft Office Suite and virtual meeting platforms.
- Skill in written and verbal communication, including preparing agendas, notes, resolutions, reports, and other official documents with accuracy and attention to detail.
- Skill in organization, project coordination, research, policy analysis, problem-solving, and managing multiple priorities to meet deadlines.
- Ability to interpret and apply policies and procedures, maintain confidentiality, exercise sound judgment, and adapt to changing priorities.
- Ability to build effective working relationships, facilitate meetings, coach and advise student leaders, and work independently and collaboratively with diverse stakeholders.

Additional Requirements:

Work Environment:

- Work is primarily performed in an office setting with extended computer use.
- Occasional exposure to varying indoor/outdoor environments.
- Interaction with a wide range of campus partners.
- Participation in off-campus or after-hours events, meetings, or retreats may be required.

Typical Physical and Mental Requirements:

- Sitting and standing for extended periods: The role involves significant computer work and meetings, requiring sustained sitting or standing.
- Walking and climbing stairs: Moving around the campus, attending events, and potentially using stairs regularly.
Lifting and carrying moderate weight: This could include lifting and carrying materials for presentations, events, or production activities, no more than 30lbs.
- Dexterity and fine motor skills: Operating computer equipment, handling small objects, and performing tasks requiring hand-eye coordination.
- Visual and auditory acuity: Effective communication and interaction in various settings require good vision and hearing.

We are committed to working with qualified individuals with disabilities to identify and implement reasonable accommodations that would allow them to perform the essential functions of the job. If you have a disability and require accommodation to perform the essential functions of this job, please notify the hiring manager during the application process or upon accepting an offer of employment.

Special Requirements:

- May be required to drive occasionally. A valid driver's license and current auto insurance must be on file at all times and meet CSURMA driving standards.
- Required to be a Mandatory Reporter and sign the A.S. Mandatory Reporter Form.

Application Instructions:

To apply, submit a resume, a cover letter, and 3 references to kendra.higgins@humboldt.edu.

If you have any questions regarding this position, contact Kendra Higgins at (707) 826-5410, kendra.higgins@humboldt.edu.

Application review date: July 24th, 2026

Associated Students of Cal Poly Humboldt 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. A.S. 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 A.S. 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.

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Maintaining eligibility to work in the United States is a condition of employment. Associated Students of Cal Poly Humboldt does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, or contact the 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.