

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: McNair Scholars Program Coordinator

Location: Cal Poly Humboldt, Arcata, CA

Position: Full Time, 12-months/year, Non-Exempt

Wage: \$47,000-\$52,000/year dependent on the qualifications of the candidate.

Project Name: Cal Poly Humboldt Ronald E. McNair Program

Supervisor: Dr. Nievita Bueno Watts, Director, COMPASS/Indian Natural Resources, Science & Engineering Program (INRSEP) and affiliated programs

This is a full-time, in-person, 12 month position. Continuation of this position is contingent upon satisfactory performance and project funding. Position will be eligible to participate in medical, dental, vision, life and retirement benefits. This is not a state or federal position.

The McNair Humboldt Program Coordinator is responsible for recruiting and advising students of Department of Education funded Ronald E. McNair Post-Baccalaureate Achievement Program at Cal Poly Humboldt. The McNair Scholars Program prepares students who are: 1) low income and first generation or 2) underrepresented in their field of study apply for and gain admittance to PhD programs.

Reporting directly to the McNair Director and housed in Cal Poly Humboldt's COMPASS/Indian Natural Resources, Science & Engineering Program (INRSEP), the McNair Humboldt Program Coordinator will join a highly dynamic and effective team responsible for retention, graduation, and career or graduate program placement of students traditionally underrepresented in STEM fields. Cal Poly Humboldt hosts additional well-established TRiO programs, including EOP/SSS, Talent Search, and Upward Bound.

Now is an exciting time to join the COMPASS/INRSEP team!

Cal Poly Humboldt has been named the state's third polytechnic institution and the first in Northern California. Backed by a historic state investment, we are adding new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavor to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies. INRSEP has been in existence and serving Humboldt students for over 50 years.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Essential functions of the job: The incumbent will be responsible for the following operations. Typical duties include, but are not limited to:

- Provide support and mentoring for McNair and PhD Pathways scholars
- Assess scholar needs and monitor academic progress
- Edit student work, including CV, Statement of purpose, graduate applications
- Maintain student database and files
- Daily program operations
- Fliers, advertising and other clerical duties
- Arrange travel and accompany McNair scholars on **multi-day (4-7 day) overnight travel; ~4-6 times per year**
- A current **driver's license is required.**
- Attend TRIO training, which may require multi-day overnight travel
- Perform other duties as assigned.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelors Degree required, Master's Degree preferred; in STEM, higher education, student affairs, guidance and counseling, social work, psychology, or related field
- Minimum of one (1) year experience in higher education program development; staff/personnel supervision;
- Minimum of one (1) years' experience with federal TRIO programs, academic support programs, or similar projects or programs for diverse student populations
- Experience developing, coordinating and implementing project programming and research experiences
- Experience advising and assisting students with the graduate school admissions and financial aid process
- Professional or personal experiences in overcoming barriers similar to those confronting Project Participants

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience working with culturally diverse populations required
- Knowledge of barriers to postsecondary education faced by low income and first generation college students.
- Knowledge of academic advising and college, career, financial aid and economic literacy activities and services for students.
- Training or experience in academic research and writing required
- Good written and verbal communication, including demonstrated public speaking and presentation skills are essential
- Ability to develop and conduct presentations, workshops and seminars in accordance with grant guidelines
- Ability to proofread and edit graduate school application materials
- Ability to organize, prioritize, and manage multiple priorities and functions.
- Ability to effectively monitor a caseload of participants, provide them with services and activities as indicated on their Individualized Academic Plans, and document these services
- Expertise in logging information into and maintaining databases

Application Instructions: Qualified applicants should submit the following via email to Nievita.Bueno.Watts@humboldt.edu

1. Cover Letter
2. Résumé/CV
3. Three professional reference contacts (phone and email)
4. [SPF Self-Identification Form for Job Applicants](#)

If you have any questions regarding this position contact Dr. Nievita Bueno Watts, Director, COMPASS/INRSEP at Nievita.Bueno.Watts@humboldt.edu

Priority application review date: April 18, 2025 by 5:00 pm Pacific; 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](#).

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://hraps.humboldt.edu/reasonable-accommodation>. 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