

Cal Poly Humboldt Sponsored Programs Foundation
Job Announcement

This is not a state position

Job Title: Reporter 1

Location: Arcata, CA. We will not be considering people who wish to work remotely.

Hours: Full Time, Non-Exempt, year round position.

Wage: \$19.47 - \$22.11 /hour; depending on experience

Project Name: ADV Initiative Research Trust (T8093)

Supervisor: Chief Operations Officer, Initiatives

The Reporter 1 plays a crucial role in daily news reporting and content creation, contributing to special projects and features. This role necessitates close collaboration with editors and reporters across various platforms and involves developing and nurturing community sources. The Reporter 1 is tasked with meeting audience demands for breaking news while demonstrating a deep understanding of current events.

Essential Functions of the Job:

- Will file on-air stories and enterprise stories on a regularly scheduled, predetermined basis.
- Gather, write and produce daily news reports for both on-air and digital platforms, adhering to deadlines.
- Demonstrate initiative in sourcing to break news stories and develop in-depth features, presenting reports on diverse topics with the appropriate writing style and pace.
- Stay updated on issues and news events relevant to the assigned beat.
- Collaborate with editors and producers to leverage social media platforms for timely and engaging news dissemination.
- Perform other related duties as assigned.

Minimum Qualifications: Minimum 1 year of reporting experience required. Must possess a Bachelor's degree in journalism, communications or a related field, relevant work experience may be substituted. Must possess a California driver's license and proof of insurability.

Preferred Job Requirements: Preferred qualifications include 2-4 years of reporting experience and 1 year of broadcast journalism.

Knowledge, Skills and Abilities: Excellent communication skills including Microsoft Word, Excel, and Outlook. Ability to work independently on assignments and report back in a timely and accurate manner on progress, excellent time management skills - must be able to collaborate effectively in highly diverse, cross-departmental teams.

Physical Demand and Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Instructions:

Application Procedure: Qualified applicants should submit the following via email to Kate Shea at kss8@humboldt.edu

1. Cover Letter
2. Résumé
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 Kate Shea 707-267-8969 or kss8@humboldt.edu.

Application Review Date: Friday, June 14, 2024; 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://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.