

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Research Associate / Project Coordinator

Wage: \$27/hour

Project Name: Regenerative Cannabis Management

Supervisor: Dan Mar

This is a non-exempt, part-time position with a variable schedule not exceeding 29hrs/wk average. This position is not eligible for medical, dental, life and vision benefits.

PROJECT AND LOCATION: Exploring regenerative management in commercial cannabis: Setting the baseline to assess health and resilience

This position will be housed within both the Department of Sociology and involves in-person meetings and telework.

GENERAL PURPOSE:

This position will be an active member of a collaborative team exploring regenerative outdoor cannabis production across Northern California. Focus activities (see details below) include: general project management, student supervision, administrative support, and various field activities and grower engagement. This funded project is a collaboration with Cal Poly Humboldt and will have active field work at farms in 6 counties to explore existing production systems and monitor soil, water, production and socioeconomic aspects as these systems adopt regenerative management practices. This position will have focused periods of travel and field work (spring and fall) along with more sporadic travel across the year (site visits, workshops, and other activities). Coordination, scheduling, student supervision, data management, administrative tasks and fostering a collaborative work environment make up the majority of the non-field focused tasks.

Essential functions of the job:

Staff and Project Management

- Incumbent will work directly with and support Project directors by handling administrative tasks and project coordination.
- Work directly with Staff Research Associate from Chico State on coordination of the project.
- Lead project management with Project Directors on tracking progress, coordinating resources (including sample shipping and purchases), site sampling and data collection, farmer engagement, and ensuring clear communication between teams, farmers, and staff.
- Maintain safety protocols for project team

Student Supervision

- Provide student supervision and mentorship in different workplace settings and research environments.
- Handle student scheduling, records and timesheets,
- Assign trainings to new lab members and to other/all lab staff as directed

Administrative Support

- Maintain supporting documents (receipts), allocate/process charges, and obtain approval for month p-card packet submittal
- Research new equipment and instruments
- Contact vendor representatives for quotation requests, CSE for PO requests and invoicing
- Travel-related preparations (rental vehicle requests, hotel and flight reservation booking)
- Shipping of samples for subcontracted analyses

Field Activities and Farmer Engagement

- Coordinate field site trips
- Work directly with and support Project directors on farmer engagement activities
- Assist in documentation of farmer engagement and management of data collection
- Prepare and maintain field equipment
- Driving to and from field study locations

Minimum Qualifications:

- Requires a bachelor's degree - preferably in Anthropology or affiliate fields
- Strong communication and interpersonal skills,
- Become trained in Human Subject Research (CITI),
- Excellent computer-based management skills and documentation including data organization, entry, and analysis and maintain project documents, reports, and records for team accessibility,
- Works well as a member of a team, or project lead, with strong leadership skills and has the ability to take direction,
- Ability to work outdoors in all types of weather,
- Responsible, punctual, and task-oriented
- Able to lift a 50lb bag or item
- Possess a valid driver's license

Preferred Qualifications

- Experience in field studies and fieldwork
- Clean driving record

Application Instructions: To apply submit resume, cover letter and 3 references along with the ** [SPF Self-Identification Form for Job Applicants](#) to Dan Mar, Daniel.Mar@humboldt.edu.

If you have any questions regarding this position Dan Mar, (707) 826-4450, Daniel.Mar@humboldt.edu.

Application review date: May 11th, 2026

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.