

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Innovative Learning and Transition Specialist

Wage: \$30

This is a Full Time, Non-Exempt, 12-month, benefit eligible position. Schedule is 40 hours per week, Monday through Friday, with varied schedules/occasional weekend and evening hours. Part-Time applicants will be considered.

Project Name: Caminar Juntos

Supervisor: Katlin Goldenberg

Essential functions of the job:

The Innovative Learning and Transition Specialist will create and implement programming through collaborative efforts for the purpose of increasing transfer success of Hispanic, low-income, and other underserved students, and assisting first year students in their transition to college.

Transition Curriculum Integration (50%)

- Be an expert on transition curriculum and knowledgeable about current literature supporting first year experience courses
- Work with faculty to design and implement curriculum that support first-year students' academic success and social integration
- Update and manage a Transition Curriculum resources course in Canvas for faculty use
- Work with the First Year Experience & Student Success Librarian to integrate support in first year courses
- Review transition curriculum mappings for Place-Based Learning Communities (PBLCs) and meet with faculty leads to provide additional support and resources
- Cultivate a faculty learning community for faculty integrating transition curriculum, scheduling meetings and opportunities to share ideas and collaborate
- Support students and families visiting the Innovative Learning and Transition Center by connecting them to resources and tools, and providing warm hands off to student support services
- Collaborate with academic departments and college Associate Deans on designing strategies to provide transition curriculum to transfer students

Events and Activities (35%)

- Conduct orientations and welcome activities aimed at transfer students and first-year freshmen in collaboration with the Office of Student Life and the Place-Based Learning Communities
- Work with PBLC Coordinators to coordinate scheduling and strategically arrange resource needs for overlapping programming with various programs such as Educational Opportunity Program, Freshmen Orientation, and the Center for Teaching and Learning
- Collaborate with Associate Deans, academic departments, Place-Based Learning Community staff, the Transfer Student Organization, Transfer Coordinator, Career Development Center, and faculty librarians to design, plan, and implement pop up activities, year-round workshops and seminars that support Transfer students
- Arrange and schedule logistics (rooms, personnel, transportation, food, supplies)

- Coordinate with the Transfer Student Organization and the Retention through Academic Mentoring Program to enhance community-building opportunities and peer support
- Coordinate with participating faculty, student support personnel, and community partners on events and programming to support Transfer students
- Co-chair with the Transfer Admissions Coordinator on National Transfer Student Week

Student Outreach and Engagement (10%)

- Work with the Transfer Student Organization to promote the Transfer PBLC pilot and identify participants
- Develop promotional materials and presentations associated with events
- Develop outreach strategies to connect with first-year students and ensure they are aware of available resources and opportunities
- Assist with promotion of Cal Poly Humboldt events relating to our student population including, but not limited to, Fall and Spring Preview

Other duties as assigned (5%)

Minimum Qualifications:

- Bachelor's degree
- Strong organizational skills and attention to detail
- One year demonstrated experience with coordinating events/programming
- Ability to communicate through verbal and written means with individuals, small groups, and in front of large audiences.
- Experience with public speaking and classroom management.
- Must possess a valid California driver's license and reliable transportation.

Preferred Qualifications

- Familiarity with college entrance requirements and curriculum processes
- Priority given to applicants who have overcome barriers similar to those confronting program participants.
- Experience working with ethnically and culturally diverse students, as well as first-generation, low income, and other underrepresented potential college students.
- Experience developing educational content using Canvas, Google Classroom, Camtasia, Adobe products, and Google documents.
- Minimum of one year of professional experience developing curriculum for middle school, high school, and/or college students, and/or faculty development.
- Experience working with a team to communicate pre-college program objectives and timelines with participants, participants families, and the general public.

Application Instructions: Application Instructions: To apply submit resume and cover letter along with the [SPF Self-Identification Form for Job Applicants](#) to Katlin Goldenberg and kro33@humboldt.edu.

If you have any questions regarding this position (call/email) Katlin Goldenberg 707-826-3383.

Application review date: 7/1/25

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.