

Cal Poly Humboldt Sponsored Programs Foundation
Job Announcement
(This is not a state position)

Job Title: Administrative Support Assistant

Wage: \$30/hr. This is a Full Time, Non-Exempt, 12-month, benefit eligible position. Schedule is 40 hours per week. Continuation of this position is contingent upon satisfactory performance and project funding. This is not a state or federal position.

Project Name: Redwood Coast K-16 Educational Collaborative

Supervisor: Administrative Analyst

Position Summary:

Under the direction of the Administrative Analyst for the Redwood Coast K-16 Educational Collaborative within Cal Poly Humboldt's Sponsored Programs Foundation, the **Administrative Support Assistant** is responsible for providing administrative and clerical support to ensure smooth day-to-day operations of the project. The position will handle purchasing, travel arrangements, stipend processing, and other administrative tasks to support K-16 staff and activities.

Essential Job Functions:

50% Administrative & Fiscal Support

- Process stipends, reimbursements, and employee-related payments in compliance with project and Sponsored Programs Foundation policies
- Assist with purchasing supplies, materials, and services as needed for project activities.
- Support travel arrangements, including tracking travel authorizations, reimbursements, and documentation
- Maintain accurate records, files, and logs related to purchases, stipends, and travel
- Provide general administrative support for budgeting and expense tracking

30% Project & Staff Support

- Provide clerical and logistical support for meetings, trainings, and workshops (scheduling, materials preparation, note-taking, etc)
- Assist staff with navigating procedures and paperwork related to reimbursements, purchases, and travel
- Prepare correspondence, reports, and forms as directed
- Ensure confidentiality of sensitive information

20% Collaboration & Communication

- Maintain positive and professional communication with staff, students, partners, and vendors

- Provide courteous and timely responses to inquiries and requests
- Work collaboratively with the Administrative Analyst and other K-16 team members to support project goals

Required Education and Experience:

The knowledge, skills, and abilities listed above would normally be obtained through an Associate's degree and/or equivalent training.

AND

Two years of general office or administrative support experience.

Preferences:

Preference may be given to applicants with the following as they may be considered specialized skills:

- Bachelor's degree
- Three years of relevant office or administrative support experience
- Experience with software applications such as OBI, PeopleSoft, Google Suite, and Zoom
- Experience with purchasing, travel, and/or stipend processing in P2P or other university systems
- Demonstrated ability to handle confidential information with tact and professionalism
- Strong organizational skills and attention to detail
- Demonstrated success working as part of a team with excellent communication and responsiveness

Application Instructions:

To apply submit application materials to **Aubrey Emmons** at age16@humboldt.edu

1. Resume
2. Cover Letter
3. Three **professional** references
4. the [SPF Self-Identification Form for Job Applicants](#) (please download and attach to your application packet, once completed)

Application review date: Initial review **October 23rd, 2025**; position open until filled.

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.