

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Program Advisor, Office of Initiatives

Wage: \$30-\$31hr. This is a Full Time, Non-Exempt, 12-month, in-person, 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: Various Assigned Projects

Supervisor: Director, Associate Director, or PI (Depending on Program Assignment)

Hiring multiple positions

Position Summary

Under the direction of the Director or Associate Director, the assigned Advisor delivers direct student services supporting academic achievement, attendance, college readiness, and career exploration for students at target schools. This position plays a key role in providing academic tutoring, advising, and career exploration support to students to increase post-secondary awareness and success. Regular travel to target schools and other program locations will be required, including occasional overnight travel.

50% Direct Student Services

- Provide bi-monthly one-on-one advising for assigned students
- Conduct intake meetings and ongoing support for students of concern
- Monitor tutoring participation and academic progress, with emphasis on reading, math achievement, and test preparation
- Update Personalized Improvement Plans and support early warning interventions

20% Academic Support

- Recruit and enroll eligible Students at target schools
- Coordinate advising services for target students
- Develop and implement programming on college readiness, financial literacy, and career exploration
- Support STEM, School Clubs, and Summer Institute
- Set tutoring hours and coordinate after-school services

20% Student Engagement & School Collaboration

- Communicate regularly with students and school staff
- Support FAFSA education, attendance interventions, and workshops
- Meet with teachers, counselors, and administrators to coordinate student support
- Serve as liaison between school staff, administrators, and project staff
- Assist with hosting family events

10% Data, Documentation & Professional Practice

- Track student participation, advising notes, and outcomes
- Participate in staff meetings, trainings, and planning sessions
- Maintain confidentiality and professionalism
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree in education, social science field, or related area
- Demonstrated experience in advising/tutoring students on college and career preparation, college and scholarship applications, and financial aid processes in a K-12 or college setting
- One year of experience working with disadvantaged students
- Familiarity with online resources for college admissions, FAFSA, scholarship applications, and career planning
- Experience with event planning and coordination
- Experience with outreach and recruitment
- Experience maintaining filing systems, data entry, and reports
- Valid California driver's license and reliable transportation, with the ability to travel regularly to assigned target schools and other event program locations.

Preferred Qualifications:

- Master's degree in student services, counseling, or related field
- Previous student service experience in college opportunity programs such as TRIO Programs or Programs for disadvantaged youth.
- Demonstrated sensitivity to the needs of economically and educationally disadvantaged youth, and an ability to establish rapport with low-income, first-generation college students/parents

Application Instructions: To apply submit the following items electronically to Dr. Jessica Alvizo-Quintero at jq54@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 November 2, 2026; 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.