



**Working Title**

Department

Job #

Close Date:

(Internal Only, Temporary)

**At Cal Poly Humboldt, bold hearts and open minds shape the future.**

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**(Job #) Classification, Working Title, Salary Range: $ Hiring Range: $ .** This is a temporary, full-time/part-time/intermittent hourly, benefited/non-benefitted, non-exempt/exempt, 12-month pay plan/10/12 pay plan (work 10 months of the year with pay and benefits over 12 months)/11/12 pay plan (work 11 months of the year with pay and benefits over 12 months) permanent position with a one-year/two-year probationary period in Department. *This position is an Administrator \_ in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information can be found at:* <http://www.calstate.edu/HRAdm/policies/mpp.shtml>. This position comes with a premium benefits package that includes outstanding vacation, medical, dental, and vision plans, life insurance, voluntary pre-tax health and dependent care reimbursement accounts, a fee waiver education program, membership in the California Public Employees Retirement System (PERS), and 14 paid holidays per year. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>. Please note that this is an internal recruitment open only to active, stateside, Cal Poly Humboldt Employees.

**Position Summary:**

**Key Responsibilities:**

**Knowledge, Skills, and Abilities Associated with this Position Include:**

**Minimum Qualifications:**

**Preferred Qualifications:**

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials by clicking the **Apply Now** button:

* Letter of Interest
* Resume or Curriculum Vitae
* Contact information for at least three professional references

**Application Deadline:** The deadline to submit application materials is 11:55 p.m. on \_\_\_.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt’s Human Resources Office at (707) 826-3626.

We acknowledge that Cal Poly Humboldt is located on the unceded lands of the Wiyot people, where they have resided from time immemorial. We encourage all to gain a deeper understanding of their history and thriving culture. As an expression of our gratitude we are genuinely committed to developing trusting, reciprocal, and long lasting partnerships with the Wiyot people as well as all of our neighboring tribes. Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Working in the state of California is a condition of employment for this position. Even if part or all of an employee's assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed. [This position is telecommute eligible; work on-site as scheduled or as requested and telecommute as scheduled.]

CSU strongly recommends that all individuals who access any in-person program or activity (on- or off-campus) operated or controlled by the University follow COVID-19 vaccine recommendations adopted by the U.S Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications and comply with other safety measure established by each campus. The systemwide policy can be found at [CSU Vaccination Policy](https://calstate.policystat.com/policy/9779821/latest/) and any questions you have may be submitted to hr@humboldt.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. This position may be considered a “Campus Security Authority”, pursuant to the Clery Act, and is required to comply with the requirements set forth in CSU Executive Order 1107 a condition of employment.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

(If Designated) This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.” In reference to the full disclosure letter, please refer to HR 2010-08.

All university programs and activities are open and available to all regardless of race, sex, color, ethnicity or national origin. Consistent with California law and federal civil rights laws, the Cal Poly Humboldt provides equal opportunity in education and employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin. Our commitment to equal opportunity means ensuring that every student and employee has access to the resources and support they need to thrive and succeed in a university environment and in their communities. Cal Poly Humboldt complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the California Equity in Higher Education Act, California’s Proposition 209 (Art. I, Section 31 of the California Constitution), other applicable state and federal anti-discrimination laws, and CSU’s Nondiscrimination Policy. We prohibit discriminatory preferential treatment, segregation based on race or any other protected status, and all forms of discrimination, harassment, and retaliation in all university programs, policies, and practices. Cal Poly Humboldt is a diverse community of individuals who represent many perspectives, beliefs and identities, committed to fostering an inclusive, respectful, and intellectually vibrant environment. We cultivate a culture of open dialogue, mutual respect, and belonging to support educational excellence and student success. Through academic programs, student organizations and activities, faculty initiatives, and community partnerships, we encourage meaningful engagement with diverse perspectives. As a higher education institution, we are dedicated to advancing knowledge and empowering individuals to reach their full potential by prioritizing inclusive curriculum development, faculty and staff training, student mentorship, and comprehensive support programs. At Cal Poly Humboldt, excellence is built on merit, talent, diversity, accessibility, and equal opportunity for all.

Mandated Reporting: This position may be considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: [ ]
Publication Date: [ ]

**Sample Edits**

**Complete the highlighted areas noting red text. Contact your recruiter with any questions.**

**Department Coordinator**

Sociology

Job # 542492

Close Date: [leave blank]

(Internal Only, Temporary) [if needed]

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**(Job #542492) Administrative Support Coordinator II, Department Coordinator, Salary Range: $4,058 -$6,653 Hiring Range: $4,058 -$4,261 .** This is a full-time, benefited, non-exempt, 10/12 pay plan (work 10 months of the year with pay and benefits over 12 months) permanent position with a one-year probationary period in Sociology. [from job card]This position comes with a premium benefits package that includes outstanding vacation, medical, dental, and vision plans, life insurance, voluntary pre-tax health and dependent care reimbursement accounts, a fee waiver education program, membership in the California Public Employees Retirement System (PERS), and 14 paid holidays per year. Additional benefits information can be found at <https://www.humboldt.edu/hr/employee-benefits>. Please note that this is an internal recruitment open only to active, stateside, Cal Poly Humboldt Employees. [if needed]

**Position Summary:**

Under the Lead Work Direction of the Department Chair of Sociology, and General Supervision of the Dean of the College of Arts, Humanities, & Social Sciences the incumbent is responsible for the entire specialized clerical/administrative support ……

**Key Responsibilities:** [from position description]

**Department/Program Office and Administrative Support**

* Responsible for the administrative and clerical operations of the departments and programs, to include overall responsibility for departmental office practices and procedures.
* Coordinate work priorities, schedules, and deadlines, including coordinating office student assistants, to ensure College, administrative, department, and instructional activities and requirements are completed in a timely manner.
* …..

**Knowledge, Skills, and Abilities Associated with this Position Include:** [from position description]

* Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.
* Thorough mastery of English grammar, punctuation, and spelling.
* Expertise in using office software packages, technology, and systems.
* …..

**Minimum Qualifications:** [from position description]

Entry to this classification requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. Additionally, incumbents are expected to have a thorough knowledge of English grammar, spelling, and punctuation and be able to clearly communicate orally and in writing. Some positions may require a knowledge of business mathematics beyond basic arithmetic…..

**Preferred Qualifications:** [from position description]

* University experience
* ….