

Job Opening: Administrative Assistant

Applications due by Wednesday, May 1, 2024 at 5 pm (Pacific)



The [Schatz Energy Research Center](#) at Cal Poly Humboldt seeks an Administrative Assistant to join our team. This position is expected to start in June 2024. The exact start date is negotiable.

We work in a hybrid environment that supports flexibility and connection. Our team members currently have the option to work onsite or alternate between working remotely and at least 40% onsite at the Schatz Center. During the initial onboarding period, the selected candidate could telecommute, but ultimately will need to live within commuting distance of the Schatz Center. We welcome applications from everyone who is legally authorized to work in the United States.

Who we are and what we do

Since 1989, the Schatz Center has been a leader in applied research and project development for clean and renewable energy. Our current portfolio includes microgrid development, sustainable transportation design, carbon life cycle analysis, solar product testing, offshore wind feasibility studies, and planning and policy for clean energy access around the globe.

We are located on the campus of Cal Poly Humboldt in Arcata, California. Arcata's 800-acre community forest and 11 miles of trails begin one block away — and we are within biking distance of California's second largest inland bay and the Pacific Ocean.

As residents of a rural coastal community, we are keenly aware of our social and environmental responsibilities. We are committed to increasing energy access and resilience for communities worldwide — and do so through clean and renewable design that reduces climate change and restores environmental and human health.

Our organizational commitments

Our Vision

The Schatz Center envisions a healthy planet with thriving, equitable, resilient communities powered by clean energy.

Our Purpose

Our team is committed to addressing climate change and improving human and ecosystem health through work that supports clean energy, climate-resilience, equity, and justice. Our work includes:

- **Research and development** – we do applied research focused on energy and environmental issues.
- **Technology deployment** – we design, integrate, build, test, and operate innovative, renewable, and resilient energy systems that are responsive to social and environmental needs.
- **Collaboration** – we work with public and private partners including Tribal Nations, communities, agencies, academic institutions, foundations, and industry to exchange knowledge and implement innovative solutions locally and internationally.
- **Education and Training** – we support learning that provides practical, hands-on experience for current and future practitioners and leaders.

Our Values

We value:

- **Kindness:** Treating people and the planet with care and respect through acts of inclusion, helpfulness, generosity, and encouragement.
- **Integrity:** Approaching one another and our interdisciplinary research with curiosity, open-mindedness, transparency, and humility.
- **Equity, Diversity, and Inclusion:** Providing a nourishing and rewarding environment for Center staff, students, and partners. Respecting the differences of our colleagues and actively seeking to identify and remove barriers to ensure opportunities to thrive.
- **Justice:** Working to advance racial justice, gender equality and women’s empowerment, LGBTQIA+ rights, economic equality, and environmental justice.
- **Teamwork and Collaboration:** Supporting internal and external community building and engagement to create inclusive and innovative solutions. Sharing knowledge with and learning from our colleagues, collaborators, community partners, and the public to advance understanding.
- **Effectiveness:** Using our technical, scientific, and policy expertise to do good work that makes a difference.

Job summary

The main responsibilities of the Administrative Assistant position are to provide general office and administrative support for the Center. These activities include coordinating purchasing, processing requests for payments, light bookkeeping and data entry, making travel arrangements, and other duties as assigned. Day to day work is initially performed with direct supervision and detailed instructions changing to an occasional review as more independence is achieved. Policies and procedures are regularly referenced and applied. This position will need to be able to work comfortably with a variety of people in other departments on campus, including the CPH Sponsored Programs Foundation, Accounts Payable, and Procurement, as well as with external entities. This position is supervised by the Office Manager.

Core Functions:

- First point of contact at front desk; answer main phone lines and direct calls as needed

- Process incoming and outgoing campus mail; maintain Schatz Center office email
- Coordinate purchasing
- Prepare and process requests for payments
- Perform light bookkeeping including data entry and monthly reconciliation
- Maintain standard and electronic records and files and recordkeeping systems
- Order and maintain office supplies
- Assist with recruitment, project appointments, and payroll entry
- Prepare staff meeting agendas, compile, and file weekly staff meeting notes
- Assist with travel arrangements and review travel expense claim forms
- Assist with maintaining office guidelines and procedures
- Train staff on administrative procedures, including purchasing, travel, and others, as needed
- Maintain staff schedules and office calendars
- Coordinate assets tracking
- Assist with special meeting and event coordination
- All other duties as assigned

Qualifications

Minimum qualifications

Education and Experience

- Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities. This qualification can typically be met by education equivalent to a high school diploma, technical/vocational program, or their equivalent, and at least one year of relevant administrative experience.

Knowledge, skills, and abilities

- Commitment to supporting equity, diversity, and inclusion in the workplace
- Proficient in Microsoft Excel and Word
- Experience with Adobe Acrobat
- Ability to understand and implement policies and procedures
- Demonstrated attention to detail and accuracy
- Ability to effectively convey and exchange information, ideas, and feedback with others
- Ability to track and prioritize multiple tasks
- Ability to adapt to a changing work environment
- Ability to interact professionally with a variety of campus, community, and other outside parties including vendors and governmental agencies

Desirable experience or training

The following are welcome, but are not required to be eligible for this position.

Experience or training in:

- Associate or Bachelor's degree from an accredited college or university
- Experience with Google Workspace
- Experience working in a college or university setting
- Experience promoting equity, diversity, and inclusion in the workplace
- Experience with accounting or light bookkeeping
- Experience performing efficient and accurate data entry

Important note: This vacancy announcement includes both (a) minimum qualifications as well as (b) desirable experience or training. Research shows that many women and people of color, in particular, feel that they have to have 100% of both required and desired skills and experience before applying for a new job. We want to reiterate that the additional welcome experience and training options listed above *are not required to apply for a position on our team*. If you meet the minimum qualifications, we encourage you to apply.

Compensation and benefits

Compensation and term

This is a three-quarter time position, with a minimum term of one year. Employee continuation is anticipated, contingent on funding, workload, and performance.

The hourly (non-exempt) wage range is between \$23.13 and \$28.12, depending on skills and experience. Cost of living adjustments are made annually in July.

Advancement

Advancement in step may occur at a frequency of at least every two years. Step raises outside this interval may also be granted for employee achievements such as professional licensure or completing a graduate degree. Advancement in category is based on criteria including experience, a strong performance record, and an increase in responsibility.

Insurance

Medical, dental, vision, and life insurance are available for employees and dependents.

Paid time off

- 14 holidays per year, including December 25 to January 1
- 5 hours of vacation per month (increases with length of service)
- 6 hours of sick leave per month
- 1 personal day per calendar year

Paid leave is also provided for voting and jury duty, and programs are available for pregnancy, disability, and family medical leave.

Retirement

Beginning at one year of service, employer contributions of 10% of employee gross wages are made to a 403(b) employer-paid retirement investment plan.

Additional benefit information

For additional information on leave accruals, insurance, and other benefits, view the Cal Poly Humboldt Sponsored Programs Personnel Manual at:

<https://research.humboldt.edu/responsibilities-compliance/research-and-institutional-policies>.

Please note that this is not a Cal Poly Humboldt (California State University) position.

How to apply

Deadline

All application materials must be received by 5 pm Pacific Time (US) on May 1, 2024.

Materials

Applicants must submit the following via email to schatzenergy@humboldt.edu:

- A formal letter of application (cover letter), attention: “AA Hiring Committee”
- A resume
 - a maximum of 3 pages is preferred, however we encourage you to include all relevant and transferable experience and skills you wish us to consider. For guidance, view our [Criteria for Prior Education and Experience](#).
 - please include timebase (hours per week or month) information for experience and/or training.
- Contact information for 3 references
- A Cal Poly Humboldt Sponsored Programs Foundation Employee Information Form for Applicants <https://forms.humboldt.edu/spf-self-identification-form-job-applicants-eif-pre-offer>
 - Fill in **Submission Email/Contact** as follows: Name = Schatz Energy Research Center, Email = schatzenergy@humboldt.edu

Please include in your email how you learned about this vacancy.

Additional materials may be required from candidates invited to interview.

Affirmative action & equal opportunity

The Schatz Center operates under the [Cal Poly Humboldt Sponsored Programs Foundation](#) (CPHSPF), an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status,

protected veteran status, or any other legally protected status. More information about SPF's Equal Employment Opportunity hiring can be found at: <https://research.humboldt.edu/employment/hiring>.

Questions and inquiries

- For assistance with the application process, please submit an Accommodation Request Form or call the Compliance Support Coordinator at (707) 826-5169.
<https://forms.humboldt.edu/spf-accomodation-request-form>
- Learn more about our employment opportunities at [schatzcenter.org/jobs](https://www.schatzcenter.org/jobs).
- For additional information, please email schatzenergy@humboldt.edu or call (707) 826-4345.