**HSU Sponsored Programs Foundation**

Job Announcement

*This is not a state position*

**Job Title:**

**Wage:**

**Project Name:**

**Supervisor:**

**Essential functions of the job:**

**Minimum Qualifications:**

**Application Instructions:** To apply submit (application/resume/cover letter/etc…) along with the [HSU SPF Employee Information Form for Applicants](https://www2.humboldt.edu/forms/node/1084) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you have any questions regarding this position (call/email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Application review date:**

Humboldt State University Sponsored Programs Foundation is an Equal Opportunity /Affirmative Action 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 HSU SPF’s Equal Employment Opportunity hiring can be found [here](https://research.humboldt.edu/employment/hiring/recruitment).

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](https://forms.humboldt.edu/spf-accomodation-request-form) or call the SPF Office Manager at (707) 826-5169.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position