

Mesa State College
ANNOUNCEMENT OF POSITION VACANCY
Landman/Energy Management Program Assistant

The Landman /Energy Management (LEM) Program Assistant works as part of a team to raise the regional and national profile of Mesa State College, with particular focus on its LEM Program. The primary job responsibility for this position is the recruitment on- and off-campus of LEM potential students. This person will also assist in the following: implementing integrated communications for the LEM Program including graphic design for print and web, public relations, advertising; coordinating special events sponsored by LEM; and coordinating outreach initiatives that focus on the accomplishments of students, faculty and alumni in the Energy Management profession.

RESPONSIBILITIES:

Coordinates, meets and networks with prospective, current and alumni students as well as faculty, staff, industry, potential donors and other constituents to promote the LEM program. Attends all on-campus recruiting activities as well as all special events to promote the LEM program. Works closely with local high schools in order to promote the program. Attends, at a minimum, four off-campus trade events each year to further promote the program. Works in the following areas: marketing, communications, public relations and website enhancement and specifically recruiting. May include preparation, coordination and delivery of presentations to prospective student groups, as well as visits to college fairs, trade shows, industry representative companies, among other types of programs. Assists in producing collateral for the LEM program and its activities which integrate the academic classroom experience with the necessary field opportunities for those students participating in the program.

Responsible for coordinating and developing positive relationships with various program interest groups including industry representatives, prospective student groups (i.e. high schools, two-year institutions, etc), current students, alumni, parents, campus faculty and staff through effective marketing strategies.

Assists with planning, organizing and arranging for the hosting of various meetings, events or activities sponsored by, or involving the Landman/Energy Management program. This may include coordination of the LEM Advisory Board, the annual energy symposium, and other events. Duties will include arranging for facilities, speakers, room accommodations, meals and general coordination of the specific events or activities.

Collaborates with appropriate campus entities to develop appropriate communication mechanisms for the program including updates to the MSC website, and printed materials including brochures and outreach packets.

Significant travel, as well as night, evening and weekend work, is required.

EDUCATION & EXPERIENCE: An earned Bachelor's degree from an accredited institution is required. A minimum of two years experience in a related field, proficiency with Microsoft Office, and experience with digital imaging are all preferred. Must possess a valid Colorado driver's license or the ability to obtain one.

TYPE OF APPOINTMENT: Half-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, apply by August 27, 2010.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements and responsibilities of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization and Release to Conduct Reference and Background Check form (available at: <http://new.mesastate.edu/hr/documents/ApplicantAuthorizationforReferenceandBackgroundCheck.pdf>),
- Background Investigation Disclosure and Authorization form (available at <http://www.mesastate.edu/hr/documents/BACKGROUNDINVESTIGATIONDISCLOSUREANDAUTHORIZATION.pdf>)
- Voluntary Affirmative Action form (available at: <http://www.mesastate.edu/hr/documents/Form-Affirmativeaction.pdf>)
to:

LEM Program Assistant Search Committee
Human Resources, LHH 237
Mesa State College
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Mesa State College is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Mesa State College is an Affirmative Action/Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body.