

Mesa State College
ANNOUNCEMENT OF POSITION VACANCY
Director of Special Projects and Strategic Initiatives

RESPONSIBILITIES: Reporting to the President, this position researches, conducts and completes all primary activities related to the special projects and strategic initiatives of the College. Works closely with both internal and external stakeholders of the College to direct, manage and coordinate strategic initiatives and special projects, primarily concerning matters of policy and mission. Prepares planning documents, conducts focus groups, completes surveys and builds individual relationships to further the successful completion of the College's strategic initiatives. Reports on and analyzes major trends in public higher education, both nationally and within Colorado. Responsible for stakeholder outreach and regional community engagement with elected officials, policymakers, local governments, chambers of commerce, and education leaders to facilitate and promote College policies and strategic priorities.

EDUCATION & EXPERIENCE: A Bachelor's degree in Public Administration, Business Management or a related field from an accredited four-year college or university is required (Master's preferred). Experience in understanding policy matters for not-for-profit organizations, state or municipal entities (preferably in higher education) is required, as well as experience interacting with civic entities, demonstrated success in the creation and implementation of policy initiatives, project management, and stakeholder outreach. Experience in governmental affairs preferred. The ideal candidate will possess the following:

- exceptional communication skills, strategic thinking, and experience in both the private and public sectors ;
- sensitivity to long-term relationship building and stewardship with elected officials and stakeholder groups;
- extensive contacts in the private and public sector (preferably throughout Colorado);
- desire to achieve successful outcomes in all College initiatives and proposals;
- ability to advocate for public higher education in general, and Mesa State College in particular; and
- a high standard of professional integrity.

Knowledge of office and productivity software and knowledge of and ability to use information technology to support project development and communication of issues and the completion of projects are required. Travel and some weekend and evening work are requirements of this position.

TYPE OF APPOINTMENT: Full-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 January 14, 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), voluntary affirmative action form (available at <http://www.mesastate.edu/hr/documents/Form-Affirmativeaction.pdf>) and the names, phone numbers and e-mail addresses of three professional references to:

Director of Special Projects and Strategic Initiatives 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.

Pos#196

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