ANNOUNCEMENT OF POSITION VACANCY

Professional Staff Assistant

Department of Human Resources
and Department of Finance and Administration

SUMMARY: Reporting to the Director of Human Resources, this Professional Staff Assistant coordinates the daily operation and public relations of the Human Resources Department while providing professional assistance to the Vice President for Finance and Administration and the Human Resources Director.

Some of the ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Provides administrative support in the human resource function of the university:
  - interacts with the community, staff, and faculty in person, by telephone, mail, and/or e-mail to answer questions related to human resources
  - determines routing of telephone calls and in-person visitors if questions/problems cannot be answered or solved directly
  - provides complex information to campus staff, faculty, and administration, including but not limited to information on searches, personnel hiring procedures, and benefits
  - manages phone calls, correspondence, and walk-in visitors
  - schedules appointments for the human resources director
  - orders supplies; keeps forms current and copied
  - assists with the preparation of benefits enrollment packets for new employees; and by maintaining supplies of enrollment information for new and current employees
  - generates forms and receives and distributes department mail
  - maintains the human resources web page, bulletin boards, compliance notifications, and the Lowell Heiny Hall directory board
- Prepares and submits necessary documentation for payment of human resources invoices.
- Provides administrative support to the vice president for finance and administration by scheduling meetings, ordering supplies, making travel arrangements, assisting with processing expense reimbursements, preparing documents, making copies, and performing other administrative duties as requested.
- Establishes and maintains candidate search files by preparing and mailing acknowledgement letters to applicants, tracking affirmative action information, creating and maintaining applicant databases, and serving as a contact for applicants and search committee members. Ensures confidentiality, accuracy, and adherence to retention schedules. Destroys and records the destruction of obsolete files; performs periodic audits.
- Assists the human resources director in preparing and monitoring departmental budget.
- Compiles information relevant to CMU’s annual employee recognition ceremony.
- Other related duties as assigned.

REQUIRED EDUCATION & EXPERIENCE:

- A Bachelor’s degree from an accredited college or university
- A minimum of two years’ experience relevant to the duties stated above
- Proficiency in Word, Excel, Adobe Acrobat, and desktop publishing software
- Must be detail-oriented
- Ability to communicate effectively and clearly verbally and in writing
- Ability to serve customers of all levels diplomatically and professionally
- Ability to manage multiple priorities and to meet deadlines

TYPE OF APPOINTMENT: Interim full-time administrative appointment.

SALARY: $40,000 - $45,000, commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by March 11, 2016.
APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences 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 to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Professional Staff Assistant, Human Resources and Finance/Administration
Colorado Mesa University
1100 North Avenue
Human Resources, LHH 237
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University 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. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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