



ANNOUNCEMENT OF POSITION VACANCY
Professional Staff Assistant to the Vice President for Academic Affairs

SUMMARY: The Office of the Vice President for Academic Affairs (VPAA) is responsible for the overall direction, coordination and evaluation of Colorado Mesa University's (CMU) academic departments and academic affairs support units. Reporting to the Vice President, the Professional Staff Assistant provides administrative support that impacts and interacts with faculty, staff, and students across academic departments and units.

Some of the professional staff assistant's essential duties and responsibilities include:

- Serve as lead administrative support to the VPAA and to the Assistant Vice President of Academic Affairs, which includes serving as a staff liaison to academic and administrative departments and faculty, staff, and community members.
- Oversee office management, work closely with Special Projects Coordinators, and participate in the planning and execution of Academic Affairs (AA) events and programs.
- Coordinate oversight of AA personnel processes and procedures (e.g., faculty hiring, tenure and promotion, faculty/staff searches, faculty contract preparation forms), budget tracking and reports, enrollment tracking and reports, staffing pattern databases, and other related duties.
- Provide administrative and recordkeeping support for AA committees, taskforces, and HLC/Accreditation reports.
- Provide administrative support and leadership for AA publications (e.g., University Catalog, Curriculum Policies and Procedures Manual).

REQUIRED:

- An earned Bachelor's degree from an accredited institution
- Exceptional computer skills and abilities with database creation, analysis, and desktop publishing
- Ability to write and edit clearly and read, analyze, and interpret information

PREFERRED:

- Bachelor's degree in a field that supports executive level management and human relations responsibilities
- Administrative experience in higher education
- Experience with website creation and/or maintenance

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time Administrative appointment.

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

APPLICATION DEADLINE: To ensure consideration, apply by December 15, 2016. Review of applications will begin January 1, 2017. Position is open until filled.

APPLICATION: Submit a cover letter describing your qualifications and experience as they relate to the specific responsibilities, requirements and preferences of this position, a current resume, a copy of transcripts for all degrees completed (official transcripts required upon hire), the names, phone numbers and e-mail addresses of three professional references and three current or previous supervisors whom we may contact, 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 to the Vice President for Academic Affairs
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: (970) 248-1820

OR EMAIL TO CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. **Electronic application materials must be submitted as a .pdf or Word document** (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste into the body of your email; send as attachments.

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.