



ANNOUNCEMENT OF POSITION VACANCY
Professional Staff Assistant
Department of Business Administration

SUMMARY: Reporting to the Head of the (academic) Business Administration department, this Professional Staff Assistant develops and coordinates the daily operations and public relations for the department and provides administrative assistance to the department head by:

- Assisting as needed for accreditation administrative duties
- Providing assistance to multiple program directors/coordinators
- Coordinating Master of Business Administration (MBA) program activities
- Responding to student and faculty concerns
- Maintaining departmental course records

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other related duties may be assigned:

- Provides professional assistance to the department head and to all related programs and areas of study, including undergraduate and graduate programs
- Initially responds to student and faculty issues in accordance with departmental and university policies and procedures
- Supervises and manages the daily operations of the business department office:
 - schedules and monitors appointments
 - prepares project reports for meetings and events
 - answers routine inquiries
 - prepares information packets
 - helps ensure the professional image of the business department
- Coordinates various activities and maintains records for the MBA program. Assists the MBA program director as needed, and serves as administrative assistant on the MBA committee
- Serves as a resource for general public, students, faculty and other departments.
- Controls office workflow, exercising substantial professional judgment and working with minimal supervision
- Exercises discretion, analytical skill, personal accountability, and responsibility for creating, developing, integrating, applying, or sharing an organized body of knowledge that characteristically is acquired through previous education or training
- Provides professional assistance to the business faculty by maintaining course records of students and in other related areas
- Supervises work-study students and schedules their hours appropriately
- Provides social media assistance for the department as needed
- Develops appropriate materials and provides assistance to program directors for activities, events, and public media requests
- Reviews, analyzes and comprehends sensitive and legal/confidential materials in the function of the business department office
- Coordinates, plans, organizes and arranges for the hosting of various meetings, events or activities sponsored by or involving the business department and related programs. This includes arranging for facilities, speakers, room accommodations, travel, meals and general coordination of the specific events or activities.
- Manages travel arrangements for the department head and business department faculty, including making travel plans and preparing travel budget forms
- Helps coordinate advising services for students and faculty by assigning advisors based on student's chosen area of study
- Helps run reports and provides other information for the department head and faculty as requested

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EDUCATION and/or EXPERIENCE:

- Bachelor's degree in business or related field from an accredited institution
- Minimum of two years' experience in office/project management
- Extensive experience writing, editing, and utilizing MS Word, Excel, and PowerPoint
- Excellent interpersonal skills; a natural comfort with groups of faculty, staff and students

DESIRED QUALIFICATIONS/EXPERIENCE:

- Experience in a direct support relationship in an institution of higher education or similar type organization
- Experience in a business setting

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: Open until filled. To ensure consideration, complete applications must be received by January 12, 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 required upon hire), the names, phone numbers and e-mail addresses of three professional references (at least one of whom is a current or previous supervisor), 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

Email to: CMUJobs@coloradomesa.edu. *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 application materials into the body of your email; send materials as attachments.*

Or mail to:

PSA Dept. of Business Administration Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
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.