ANNOUNCEMENT OF POSITION VACANCY
Director of Colorado Mesa University - Montrose Center

SUMMARY Reporting to the Vice President of Academic Affairs, the Director of the Montrose center is responsible for residential instruction operation and for the continuing education program in the Montrose area.

ESSENTIAL DUTIES AND RESPONSIBILITIES
This position requires the application of good management skills, interpersonal skills, decision making and judgment in carrying out the following duties and responsibilities. Other duties may be assigned.

- Plans, develops, and administers educational programs in the service area. The incumbent works in liaison with educational, community, business, civic and other organizations to determine needs and interests the programs can fulfill. Makes presentations to service clubs and community groups and serves on various community planning organizations to ensure coordination of efforts, promote the center, and obtain funding. Serves on local Advisory Council to raise scholarship funds, establish policy and coordinate scholarship awards.
- Responsible for screening, selection, developing and evaluating the faculty/instructors to staff the Colorado Mesa University - Montrose Center. Determines what credit/non-credit classes are offered. Prepares and develops the necessary publicity to promote the educational programs. Prepares and manages budgets, monitors expenditures; collects data/information to insure proper billing and student records for all classes offered.
- Manages the educational facility so that it is conducive to the learning process, and ensures proper maintenance and repair for the safe use of buildings and parking lots, etc.
- Administers the various student processes in collaboration with the main campus, such as admission, advising, registration, records, tutorial services, and counseling to support the educational process. Coordinates with the Colorado Mesa University Library and the public library in Montrose to provide services for students.
- Supervises other employees as deemed appropriate.

EDUCATION and/or EXPERIENCE Earned Master’s degree from an accredited four-year college or university preferred; bachelor’s degree required. A minimum of three years of supervisory experience required. Administration of an academic unit preferable, including duties such faculty and/or staff supervision, oversight of needs assessments, program evaluation and/or program development.

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: 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:
Director of Colorado Mesa University – Montrose Center
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.

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