ANNOUNCEMENT OF POSITION VACANCY
Professional Staff Assistant to the President

SUMMARY: Reporting to the President’s Executive Assistant, the Professional Staff Assistant is responsible for managing the daily operations and public relations of the president’s office by performing the following duties:

- Meet with visitors and answer questions or direct them to other appropriate offices. Act in liaison with the University community, service organizations, legislature, Board of Trustees, CCHE, and other agencies to provide communication of events, activities, or interface of resources. Establish and maintain channels of communication among University councils, committees, Faculty Senate, and general University administrative officers.
- Identify activities, events or public media items that require public comment by the President. Develop appropriate materials and provide comments upon the President’s request.
- Supervise the President’s office to insure smooth operation, flow of communications, and continuity in the President’s absence. Schedule and monitor appointments, prepare reports for meetings, answer routine inquiries and provide assistance in ensuring the image of the University and President.
- Plan, organize and prepare major projects and activities of the Office of the President. Assist in preparing for the Board of Trustee meetings.
- Plan, organize and arrange for the hosting of various meetings, events or activities sponsored by or involving the Office of the President. This includes arrangements, speakers, room accommodations, meals and general coordination of the specific events or activities.
- Maintain the President’s office budget and develop monthly reports for review with the president. Perform line item review and analysis and work with the budget office to make any necessary corrections.
- Manage office supplies and inventories. Understand basic filing and organizational principles. Maintain an orderly and clean environment.
- Supervise student assistants and practicum participants working in public relations activities. Evaluate abilities and recommend appropriate assignments. Monitor progress and makes any necessary adjustments.
- May supervise student staff.
- Other related duties as assigned.

REQUIRED EDUCATION & EXPERIENCE:

- An earned Bachelor’s degree from an accredited institution.
- Possess an understanding of and respect for the need to maintain confidentiality in all aspects necessary.
- Excellent computer skills and experience with Microsoft Office, to include Outlook, Word, Excel and PowerPoint. Experience with Adobe Acrobat and with page content creation.
- Excellent oral communications skills and public speaking experience.
- Ability to effectively present information and respond to questions from groups of managers, students, parents, and the general public.
- Experience in writing and editing.
- Excellent interpersonal skills and a natural comfort with groups of faculty, staff and students.
- Maintain confidentiality and the ability to use discretion when communicating with campus staff, faculty, students, community members, media, and community leaders.

DESIRED QUALIFICATIONS/EXPERIENCE:

- At least two years’ experience in a direct supportive relationship with a senior administrative officer in an institution of higher education, a governing board, or a similar organization.
- Experience with desktop publishing, graphics programs and digital imaging.

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: .75 FTE administrative appointment (30 hours/week).
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 July 20, 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 to the President
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at 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 application materials into the body of your email; send materials 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.