The individual in this position will report to the CIRA Assistant Director and provide administrative, financial and HR support for CIRA Staff. Specifically, the individual in this position will perform as an Administrative, Financial and HR generalist and during times of high work volume or absences, he/she will provide back up to administrative team members. The individual in this position will provide a high level of customer service by interacting with others in a polite and professional demeanor through e-mail, voicemail, telephone conversations, and face-to-face interactions. The individual in this position will work both independently and as a part of the CIRA Administrative team, and use Kuali Financial System (KFS), Kuali Research (KR), Talent Management System (TMS) and other university systems to perform daily duties. Under the Fair Labor Standards Act (FLSA), this position is non-exempt (eligible for overtime).

**Decision Making:**
Tasks are varied and moderately complex and include formulating, interpreting, implementing, and/or following federal and state laws and university policies and practices. The individual in this position will use solid judgment and discretion and maintain a high level of professionalism. On a daily basis he/she will assess incoming requests for urgency and prioritize work to match deadlines and critical needs. He/She also will make day-to-day project expenditure decisions based upon familiarity with project objectives and available funding, and consulting with the project PI as needed. Upon discovery of problems/errors, the individual in this position will employ problem solving and analytical skills to investigate causes and take corrective action(s) to resolve.

**Essential Job Duties:**
**Administrative - 40%**
- support and/or organize conferences, symposia, and meetings including travel and accommodations;
- serve as a Biz-Hub co-coordinator and provide clerical support to university and federal staff as needed;
- maintain email listservs;
- arrange domestic and foreign travel for CIRA employees and visitors/guests, including conference reservations and submission of abstracts and papers;
- produce pre-travel approval documents and post-travel reimbursement documents using KFS;
- provide backup travel support to federal employees and make travel arrangements using federal systems and following federal travel policy;
- format, edit, and/or compose professional correspondence.

**Human Resources - 30%**
- support student and non-student hourly personnel appointments including search/hire, assignment changes, SOI’s and annual evaluation & wage increase;
- assist CIRA HRS Specialist to recruit new employees by obtaining advertising vendor quotes and placing advertisements for all job openings;
- coordinate with university Hiring Authorities/Supervisors, Search Committee Chairpersons, and campus HR office and enter position requests and updates as “Initiator” in the CSU TMS online recruitment tool, including monitoring workflow through stages of approval;
- serve as Applicant Manager in TMS in order to facilitate new position requests and postings;
- serve on staff and faculty searches as “Search Support” and provide clerical and other support throughout the search process;
- monitor CSU TimeClock Plus online leave request/approval and time reporting tool for unapproved entries and assist employees with questions and corrections;
- archive employee data.

**Financial 30%**
- research and gather budget/cost information such as salary, fringe, travel, tuition, supplies, services, service agreements, subcontracts, OH rate, and cost share, etc., and contacting relevant personnel at CSU and other institutions for quotes, GRA tuition/stipends, and subcontract data;
- input scientific research proposals into KR for electronic review/approval;
• make day-to-day project expenditure decisions based upon familiarity with project objectives and available funding, and consulting with the project PI as needed;
• design and implement models to forecast expenditures on existing projects (1-5 years out), including monthly burn rates and future funding increments in addition to common expenditures such as salary, travel, grad students, supplies, equipment, and overhead.

Required Qualifications:
• Bachelor’s degree in business, finance, HR, liberal arts or related field;
• five years of professional office experience;
• demonstrated expertise in MS Office;
• demonstrated expertise in Adobe Acrobat;
• demonstrated time management skills essential to meeting critical deadlines;
• proven effective oral and written communication skills demonstrated by an established history of successful interpersonal communication across a diverse range of people and personalities;
• must be a self-starter, able to work both autonomously and collaboratively with associated teams.

Preferred Qualifications:
• experience working in a university setting;
• experience using CSU campus systems (KFS, KR, Oracle, TCP, TMS);
• experience performing technical editing;
• experience preparing budgets and submitting research proposals;
• experience in a human resources generalist capacity including evidence of HR practice reflecting a high level of professionalism, confidentiality and ethical behavior;
• ability to assess and prioritize incoming requests and tasks for urgency and process accordingly to match deadlines and critical needs.

Annual Salary: Starting at $48,000 commensurate with experience and qualifications.

Background Check:
Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

Commitment to Diversity and Inclusion:
Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

Application Deadline and How to Apply: Applications will be accepted until the position is filled; however, to ensure full consideration applications should be submitted by 11:59 PM MT on February 24, 2019. Apply electronically by clicking “Apply to this Job” at the following website: http://jobs.colostate.edu/postings/64698. References may be contacted immediately and without further notification to the candidate. NOTE: In your cover letter, please specifically address the required and preferred qualifications of this position. A cover letter that fails to address the required and preferred qualifications of this position may not be further considered after review by the search committee.
Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or otherwise discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services. The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407. The Section 504 and ADA Coordinator is the Executive Director of Human Resources and Equal Opportunity, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.