The Cooperative Institute for Research in the Atmosphere (CIRA) at Colorado State University (CSU) seeks to hire a full-time administrative professional to work on the CSU Foothills Campus, located 5 miles Northwest of the CSU main campus. The individual in this position will report to the Tropical Cyclone Team Lead and provide support to several Team Leads. Specifically, the individual in this position will utilize their strong organizational, communication and customer service skills and manage multiple priorities and provide administrative support to the day-to-day operations of multiple research groups at CIRA. They will also provide general project management support to the groups as needed and support departmental communications. This position is fully on-site, however after a 3-month probationary period the department will consider telework 1 day per week and require a signed teleworking agreement. Under the Fair Labor Standards Act (FLSA) this position is non-exempt and requires work hours to be recorded via online time clock.

Decision Making:
Tasks are varied and moderately complex and include formulating, interpreting, implementing, and/or following Federal, State, University and Department policies and practices. This requires an intimate knowledge of federal, state, and department policies, project scope of work, and long-range plans of research groups and PI’s. On a daily basis the individual in this position will assess incoming requests for urgency and prioritize work to match deadlines and critical needs. They will work both independently and collaboratively to complete tasks and utilize experience and judgment to plan and manage team goals, project schedules and new information. The individual in this position will receive guidance from Team Leads when needed, and the guidance will reflect the relative importance of the work activity required to meet sponsor and program requirement deadlines. 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:
Research Support 75%
- Assist research proposal preparation including required forms, required formatting, etc.;
- Track and record publications, including conferences, symposiums, books, etc.;
- Assist creation and design of graphics for use in publications, presentations, etc.;
- Coordinate internal manuscript reviews by identifying reviewers, creating internal deadlines and consolidating reviews for submission to co-authors;
- Manage and update CIRA research group and project websites to include staffing changes, publications, project milestones and achievements, etc.;
- Track travel dollars, equipment purchases, staffing, etc. by account number and project;
- Complete training, obtain University Purchasing Card, and manage research group purchases using appropriate policies;
- Take minutes at group or project meetings and share and archive meeting minutes accordingly;
- Manage and maintain research group shared drives, ensuring intuitive organization of files and folders;
- Format, edit, and/or compose professional correspondence and research reports using programs in MS Office Suite (Word, Excel, PowerPoint);
- Assist Team Leads to plan staffing for the fiscal year, utilizing proposed staffing numbers and project timelines;
- Interpret and apply principles, rules, regulations, policies, precedence, or other guidelines specific to assigned research project(s) and sponsors and resolve problems, answer questions, and provide information and advice on technical or administrative project issues.

Administrative Support: 25%
- Provide back-up travel and purchasing support for employees and guests using KFS;
- Assist meeting and conference set-up by arranging meeting space/furniture, maintaining conference room calendars, running errands, etc.;
• Plan and execute monthly CIRA Seminar Series talks by coordinating research staff speakers and providing support for in-person or hybrid presentations;
• Create and update documents and spreadsheets, collaborating as appropriate with other department staff or units, including travel/purchasing, human resources and Information Technology (IT);
• Collect and consolidate RAMMB weekly report contributions for distribution and archiving;
• Schedule and manage the weekly weather briefings given by research staff;
• Serve as a Biz-Hub co-coordinator and provide back-up clerical support to university and on-site federal staff as needed;
• Maintain and update research staff CVs and C&P’s as needed.

Required Qualifications:
Note: Please address required job qualifications in your cover letter. A cover letter that fails to address the required qualifications of this position may not be further considered after review by the search committee.
• Bachelor’s degree plus 2 years of full-time professional administrative experience, or 5 years of professional administrative experience in lieu of degree;
• experience and well-developed knowledge and skill using MS Office suite (Word, Excel, Power Point, etc.);
• experience and well-developed knowledge using Google Suite products (shared drives, sheets, docs, calendar, etc.);
• experience using electronic/virtual meeting software (e.g. GoToMeeting, MS Teams, Google Meet, etc.);
• experience managing time and meeting critical deadlines;
• ability to assess and prioritize incoming requests and tasks for urgency and process accordingly to match deadlines and critical needs, in a detailed approach;
• must have a commitment to diversity and inclusion and a demonstrated ability to work and communicate with a diverse range of people;
• must be a self-starter, able to work both independently and collaboratively with associated teams.

Preferred Qualifications:
Note: Please highlight preferred job qualifications in your cover letter. A cover letter that fails to highlight preferred qualifications may not be further considered after review by the search committee.
• experience working within natural science fields;
• research project experience within a university or funded research environment;
• experience working with proposals and research projects to track equipment, travel, and/or staffing;
• experience working with science communication, reporting, and/or public outreach;
• experience maintaining website pages;
• experience taking minutes at group meetings, including knowledge of various minutes formats;
• experience supporting conferences and/or meetings by setting up and arranging meeting spaces;
• experience using CSU financial, travel, and/or other computing systems such as Kuali Financial Systems and Travel and Expense Management.

Annual Salary: $55,000 - $65,000 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 March 31, 2024. For full position announcement and to apply, please click “Apply to this Job” at the following website: [https://jobs.colostate.edu/postings/141610](https://jobs.colostate.edu/postings/141610). **Applications must be submitted via online portal.** We will not accept materials sent via email or other mode. **NOTE:** In your cover letter, please specifically address the required and preferred qualifications of this position. A cover letter that fails to address the qualifications of this position may not be further considered after review by the search committee. Likewise, an online application with a generic cover letter or missing a cover letter, and/or an application that does not include current/correct reference contact information may not be further considered after review by the search committee. Please list only professional references who have worked or collaborated with you within the last 3 years.