The Colorado State University Engines & Energy Conversion Laboratory and Powerhouse Energy Institute seeks a full-time Assistant to the Directors to provide a broad range of executive administrative support to the Directors, who fill a variety of positions within the University. Requirements include a bachelor’s degree and minimum of 5-years experience in an administrative role. Experience working directly for a CEO or executive level administrator is highly desired. Duties include but are not limited to: Provide executive and programmatic support to the Directors; managing a high volume of email and telephone contacts and communications, organizing of a constantly changing calendar, extensive travel arrangements (domestic and frequently international) and prioritization of demands from internal and external constituents. In addition, assist EECL/Powerhouse management in crafting policy and procedure on a variety of administrative issues. Ability to manage multiple projects and priorities is a must. Excellent telephone, computer, and organizational skills; good insight and judgment; a high degree of efficiency and accuracy; strong computer literacy (including fluency in MS Office Suite); thorough knowledge of grammar, punctuation and spelling; and a commitment to confidentiality are required. Occasional evening and weekend hours will be expected, as well as the ability to remain productive in a fast-paced industrial environment. The ideal candidate will be a dedicated, insightful professional with good judgment, flexibility, common sense, attention to detail, commitment to working as part of team, and a positive outlook. For info: http://www.engr.colostate.edu/me/pages/faculty-staff/open-positions.php

Applicants should submit a resume with a cover letter that discusses their interest in the position and which documents their experiences relative to the specific duties of this position, as listed above. The cover letter will be a significant factor in the selection of the successful candidate. Please also include the names and contact information (including phone numbers) of three references. Email application materials to: Mac.McGoldrick@colostate.edu

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Applications will be accepted until the position is filled; however, applicants should submit materials by February 11, 2013 for full consideration. CSU is an EO/EA/AA employer.