

Job Description

Assistant to the Vice Provost for International Affairs Administrative Professional Position Office of International Programs, Colorado State University

POSITION:

The Office of International Programs (OIP) acts as a catalyst for ideas that bring about internationalization and institutional change, and it identifies resources to support international programs and initiatives on campus. Its programs and services have an impact on teaching, learning, research, outreach, and the campus environment. CSU hosts about 950 students from nearly 90 countries and about 350 visiting scholars and researchers. Approximately 650 students study abroad each year.

This position provides primary administrative support to the Vice Provost for International Affairs. The position also coordinates and provides administrative support for the implementation of CSU's \$200,000 Internationalization Plan, and provides general administrative support to the Office of International Programs, particularly regarding the development of the OIP budget.

The Assistant to the Vice Provost for International Affairs is a full-time, administrative professional position. The position reports to Vice Provost for International Affairs.

RESPONSIBILITIES:

SUPPORT THE VICE PROVOST FOR INTERNATIONAL AFFAIRS

- Provide primary administrative support to the Vice Provost for International Affairs.
- Assist in scheduling meetings with internal, campus-wide and external groups, as well as preparing pre-meeting materials and post-meeting summaries and reports.
- Assist with local, national and international travel to include completion of CSU documentation, assist with logistical arrangements, help arrange meetings, create pre-trip briefing materials, and compile post-trip reports.
- Assist with drafting, editing and distributing correspondence, reports and other materials on behalf of the Vice Provost for International Affairs.
- Assist in maintaining well-organized files, both in print and electronic format.

SUPPORT IMPLEMENTATION OF THE CSU INTERNATIONALIZATION PLAN

- Working closely with the Manager of Strategic Initiatives, the position will coordinate efforts affiliated with CSU's Internationalization Plan including a faculty grant program, study abroad scholarships, grants for international short-term field experiences, conference/workshop grants, and institutional partnership grants. Duties include overseeing administrative aspects for grant and scholarship programs, communicating with applicants, and drafting appropriate reports and summaries.
- Coordinate special programming including the International Presidential Fellows Program and the CSU International Colloquium. The International Presidential Fellows Program involves approximately 25 participants in a year-long set of activities. The International Colloquium is a major event involving the entire campus in a multi-day conference.
- Coordinate logistics for special functions, such as meetings of the OIP Operations Committee and visiting international delegations.
- Create and compile agendas, minutes, and action reports for special functions and international initiatives activities.

SUPPORT THE OFFICE OF INTERNATIONAL PROGRAMS

- Utilize the Quali Financial system to budget accounts and make budget entries and adjustments.
- Work closely with Vice Provost and OIP unit directors in the annual budget process.
- Initiate and monitor Annual Performance review process and annual salary raise process for both administrative professionals and state classified personnel. Keep supervisors updated with regard to the annual evaluation process for all positions and complete all annual documentation as required.
- Coordinate special functions and events for OIP including planning and programming for international visitors, faculty and staff events, OIP committees and special events, student and staff appreciation, and other programs.
- Manage planning and logistics for OIP Staff Meetings and for the office's Central Unit.
- Serve as primary building proctor for Laurel Hall.
- Provide back-up support to the Front Desk Receptionist.
- Provide overall logistical support for OIP search committees, maintaining candidate application files, scheduling interviews, and making travel arrangements.
- Work in close cooperation with members of the OIP Central Unit to provide additional office-wide support for OIP.

QUALIFICATIONS:

Applicants for the job must have the following:

1. Bachelor's degree
2. Two or more years demonstrated administrative experience in a professional environment
3. Ability to coordinate and manage multiple projects in an organized manner, establish priorities, and be able to respond to the unexpected in a timely manner
4. Experience tracking financial expenditures and working with budgets
5. Demonstrated ability to be highly organized and detail oriented
6. Excellent communications skills, including interpersonal communication skills and writing skills
7. Ability to think creatively, analytically, strategically and independently
8. Ability to work independently as well in a team environment
9. Demonstrated experience writing analytical reports
10. Demonstrated experience using Microsoft Office software programs
11. Demonstrated commitment to diversity and experience working with diverse populations

Skills that are highly desirable include:

1. Master's degree
2. Four or more years demonstrated administrative experience in a professional environment
3. Two or more years professional work experience in a college or university environment
4. Experience in an international education office in a college or university environment
5. Experience studying or working outside of the United States
6. Knowledge of a foreign language
7. Experience with CSU travel, procurement, and contracts systems

SALARY:

The salary range is in the mid-\$30,000s, plus benefits equaling approximately 20% of salary.

Colorado State University is an equal opportunity/affirmative action institution and complies with all federal and Colorado state laws, regulations and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity is located in Room 101, Student Services Building. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women and other protected class members are encouraged to apply and to so identify themselves. 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.

TO APPLY:

Submit a cover letter specifically addressing both required and preferred qualifications, resume, and the name, phone, address and e-mail of three professional references in a single electronic file formatted in MS Word or as a .pdf document to:

Chad Hoseth
Office of International Programs Search Committee
chad.hoseth@colostate.edu

Applications will be accepted until the position is filled; however, for full consideration, completed applications should be received by Monday 16, at 5:00 pm.