

POSITION DESCRIPTION

Executive Assistant

Reports To: Executive Manager, CSU Ventures

Classification: Non exempt

Location: TBD

CSU Ventures, Inc. is a 501(c) (3) organization legally separate from Colorado State University (CSU) that provides public-private partnership, education and outreach, and commercialization support to CSU. CSU is a land-grant research university of approximately 25,000 students with approximately \$300 million in research expenditures during the past fiscal year.

Essential functions

- Develop and maintain collaborative efforts with Executive Manager in support of CSU and CSU initiatives requiring technical, secure, and confidential data collection and professional reports.
- Prepare and respond to all written communication following approved formats and protocol for the executive manager, with brief instructions and little supervision.
- Handle all communications in a confidential, professional and expedient manner; including but not limited to the screening and timely management of all phone calls, mail, faxes, emails and other correspondence for the Executive Manager and selected staff.
- Manage Executive Manager's and senior staff's calendars/schedules using the electronic calendar system and all its tools proficiently to schedule meetings, communicate timely, and resolve issues quickly.
- Coordinate travel arrangements for the Executive Manager, senior staff, visiting clients, dignitaries and board members; managing travel and expense reporting in accordance with corporate and government guidelines.
- Assist departments in the logistics of hosting conferences, events, trainings, etc.

- Organization and maintenance of company records and files; assist with staff's organizational needs; manage key records for CSUV and its partners, including CSU, in accordance with corporate, university and government guidelines.
- Track and manage financial accounting, with timely invoice reconciliation.
- Proactive maintenance of office supplies and equipment to ensure the smooth, uninterrupted running of daily office functions.
- Assisting the Executive Manager and staff as needed.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

Education:

- Four year undergraduate degree from an accredited university and/or advanced degree, or MBA in a technical or business discipline.

Experience:

- Three years office management or senior administrative experience in a professional corporate or nonprofit environment.
- Working knowledge of public universities.
- Experience working with or in a start-up or early stage company.
- Excellent communication skills in a complex, fast-paced, multi-faceted environment.
- Advanced experience with computers and software applications, especially MS Office and Internet use, including Visio, MS Project, MS Access, etc.
- Extensive experience with MS Outlook calendars and scheduling.
- Demonstrated excellence in oral and written communication.
- Successful experience working in a university and/or corporate setting exhibiting excellent customer service skills for both internal and external associates.

Expectations:

- Execute directives quickly, proficiently, with little or no supervision.
- Assimilate new concepts, processes, procedures and policies rapidly.
- High degree of ethics, integrity, confidentiality and discretion.
- Responsible for follow through to completion of all projects.
- Analyze situations, set priorities and bring about timely, accurate solutions.
- Manage time, projects and working with staff effectively.
- Ability to coordinate meetings with administrators, faculty, staff and industry representatives assisting in the promotion of CSUV, CSU and their activities.
- Excellent oral and written communication skills.
- Team oriented, positive and supportive work ethic.
- Anticipates staff needs and plans accordingly.
- Self-motivated.
- Driver's license, reliable transportation and valid insurance coverage.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office and laboratory environments.
- Necessitates movement from dept. to dept.
- Use of personal vehicle for travel; company will pay standard mileage rate for work related activities.
- Physical ability to maintain continuous hours of standing and/or sitting.
- Manual dexterity to input data on keyboard, i.e. computer, calculator, telephone, FAX.

Note: *The noise level in the work environment is usually moderate.*

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Typical office environment.
- Typically sitting at a desk or a table.
- Ability to work in a multi-level office building and to travel by walking and use of vehicle to on and off campus locations.
- Typical standing or walking.
- Repetitive hand, wrist or finger movement.

Equipment:

- Office equipment

Note: *This position is an at-will position in accordance with the laws of the state of Colorado and the United States federal government, and is contingent upon continued SuperclusterTM funding from CSU, and an acceptable background check. This Job Description is not a complete statement of all duties and responsibilities comprising this position.*

Salary will be commensurate with experience and qualifications. Screening of applicants will begin immediately. CSUV is an equal opportunity employer. To apply, please send cover letter, resume and three references to:

Human Resources

CSU Ventures
P.O. Box 483
Fort Collins, CO 80522

www.csuventures.org

No phone inquiries please. Applications will be considered until the position is filled.

SRAInfo@CSURF.ColoState.Edu