



## HOURLY POSITION ANNOUNCEMENT

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**POSITION TITLE:** CSFS Student Administrative Support (1 work-study position)

**LOCATION:** Colorado State Forest Service, 3843 Laporte Ave. Fort Collins, CO

**HOURLY PAY RATE:** \$13.00 per hour

**START DATE:** August 15<sup>th</sup>, 2022

**CLOSING DATE:** Applications must be submitted by **July 31<sup>st</sup>, 2022**

### **Description of the Position:**

The Colorado State Forest Service (CSFS) Student Administrative Support position provides the opportunity to work in a professional, supportive and collaborative environment, and learn valuable skills for career and personal growth.

This position is based within the Administrative Division of the CSFS and is located at the CSU Foothills Campus in Fort Collins, CO. We are seeking a work-study employee who is professional, detailed-oriented, and collaborative. The applicant should enjoy working with people from diverse backgrounds and respect different viewpoints. Of special interest are applicants who demonstrate a capacity to learn new skills, think critically, and serve as effective team members.

### **Minimum Requirements:**

- Valid driver's license
- Flexible yet able to follow work policies and procedures
- Experience working as an effective team member
- Good academic standing with Colorado State University (GPA > 2.0)
- This is a work-study position. Please confirm your work-study award in your application materials.

### **Preferred Experience:**

- Excellent written and verbal communication skills
- Experience using MS Word, Excel, internet, and e-mail

### **Duties and Responsibilities:**

- Transport fleet vehicles within the CSU Foothills Campus, and to and from the Main Campus
- Assist with maintaining motor vehicle records
- Data entry using Excel spreadsheets
- Inventorying computer equipment
- Preparing office equipment for surplus
- Assist in mail distribution
- Assist in coordinating work orders with Facilities Management
- Provide administrative support as needed

**Schedule:**

- Eight to nine hours per week between 9:00am and 5:00pm, Monday through Thursday.

**To Apply:**

Please send electronic versions of the following application materials to [martha.perrotin@colostate.edu](mailto:martha.perrotin@colostate.edu):

1. Cover letter: The cover letter must include the following information: **(a) your interest in and qualifications for this position, (b) a confirmation of your work-study award, and (c) a statement about what diversity and inclusion means to you and why it matters in the workplace.**
2. Resume
3. Unofficial CSU transcript

**For questions regarding the position, please contact:**

Martha Perrotin

(970) 491-6306

[martha.perrotin@colostate.edu](mailto:martha.perrotin@colostate.edu)

This announcement is also posted on our website at: <http://csfs.colostate.edu/employment>

**CSU is an EO/EA/AA employer. Colorado State University conducts background checks on all final candidates. Colorado State University is committed to embracing diversity through the inclusion of individuals reflective of characteristics such as: age, culture, different ideas and perspectives, disability, ethnicity, first generation status, familial status, gender identity and expression, geographic background, marital status, national origin, race, religious and spiritual beliefs, sex, sexual orientation, socioeconomic status, physical appearance, medical diagnosis, documentation status, and veteran status with special attention given to populations historically underrepresented or excluded from participation in higher education. The University's commitment to diversity is a longstanding one that reflects our role and mission as a land-grant institution.**