



V A C A N C Y A N N O U N C E M E N T

POSITION

Adams State College invites applications for a Project Specialist for the Title V HSI STEM Grant. This is a five year project. The position will not be institutionalized.

STARTING DATE

February 1, 2012

CLOSING DATE FOR APPLICATIONS

December 19, 2011

PROJECT DESCRIPTION

We seek an energetic, enthusiastic, motivated administrative assistant who demonstrates a keen sense of attention to detail and who shares our dedication to excellence. Major responsibilities include providing administrative support to the Project Director and the Activities Director and assisting to ensure project operations run efficiently, on schedule, and within budget.

QUALIFICATIONS

Bachelor's Degree in Business Administration/ Accounting / Management Information Systems or related field, or equivalent office/book-keeping proficiency and experience (2yrs. minimum).

Preference will be given to those who demonstrate:

- Technology proficiency including computer literacy, spreadsheet, e-mail, internet, word processing and all aspects of Microsoft office programs.
- Office hardware knowledge i.e., printers, scanners, fax machines
- A high degree of organizational skills, self motivation and ability to work independently as well as cooperatively with staff and faculty
- Outstanding written oral communication skills
- Critical thinking and problem solving skills
- Self motivation with ability to multi-task
- An understanding of issues of diversity and the role of ASC as an Hispanic Serving Institution.

SALARY AND BENEFITS

Annual salary of \$30,000. Adams State College offers a competitive benefits package.

APPLICATIONS

Completed applications must include the following:

- Letter of application describing interest in and qualifications for the position.
- CURRENT resume/vitae.
- Names and contact information (addresses, telephone numbers, e-mail addresses) of three (3) professional references who can address your qualifications for this position.
- Unofficial transcripts from each institution of higher education attended; official transcripts required upon hiring.

BACKGROUND CHECK

Adams State College is dedicated to providing a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background checks on persons offered positions at the college prior to employment as described in the background check policy.

COMPLETED APPLICATIONS SHOULD BE SENT TO:

Marcella J. Garcia
Title V, HSI STEM Project Director
Adams State College
208 Edgemont Boulevard, Porter Hall 144 A
Alamosa, CO 81101

REVIEW OF COMPLETED APPLICATIONS

Process will begin on January 16, 2012 and continue forward for all applications meeting the closing date of December 19, 2011.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Full description of position is available from the contact person listed. Adams State College is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and, as covered by law, veteran status. In addition, college policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status and parental status.