VACANCY ANNOUNCEMENT
Adams State College- Alamosa, CO
AS&F Government Program Assistant

POSITION DESCRIPTION
The Program Assistant is a 20 hour per week position that is responsible for the guidance of AS&F; including providing feedback, advising, and evaluation for the AS&F Executive Board. In addition, the Program Assistant assists and coaches AS&F student clubs in coordination, organization, and collaboration. The Program Assistant for the Adams State College Associated Students & Faculty Government reports directly to the Director of Student Life and Recreation and works closely with the department coordinators to fulfill the following functions:

Provide guidance of the Associated Students & Faculty Government:
- Provide day to day support of the Executive Board and the AS&F office
- Facilitate meeting planning and organization by attending the Executive board meetings
- Provide ongoing follow up with Executive Officers and Senators and their projects
- Evaluate the Executive Officers once a semester
- Other duties as assigned by the Director of Student Life

Coordinate Club Activities in collaboration with VP of Internal Affairs:
- Assist AS&F and Clubs with preparing and facilitating homecoming events for Adams State College
- Work with club officers and advisors to facilitate organization of club structure, their events, and other initiatives
- Provide assistance to clubs and student organizations through event planning and other services.
- Provide on-site coordination of events
- Assist with planning and operation of leadership programs (2 per semester) for all clubs. The leadership programs should be designed to enhance the leadership within clubs and provide ideas for forming stronger clubs.
- Formal and written evaluation of Club presidents and the end of fall and spring semesters

QUALIFICATIONS
Bachelor’s required; Previous higher education leadership experience and/or involvement preferred; Previous collegiate student government experience preferred; Computer proficiency and previous experience with updating blogs and websites; Strong verbal, written, and feedback communication.

SALARY
$10,000- 10 month contract August-Mid-May; 50% tuition waiver is an additional incentive for only those candidates who are pursuing a Master’s degree through the Adams State College Higher Education and Administrative Leadership (HEAL) program; however, being in the HEAL, or any other graduate program, is not a requirement.

ANTICIPATED STARTING DATE
August 1, 2012

ANTICIPATE APPLICATION TIMELINE
To apply, please send resume, cover letter, and 3 references to AS&F Program Assistant, Jeni Carter at carterjm@grizzlies.adams.edu. First review of applicants will take place April 1, 2012.

FURTHER INFORMATION
Located in Alamosa, Adams State College is a state-supported, primarily undergraduate institution in the San Luis Valley, a rural and agricultural area of South-Central Colorado, approximately 2.5 hours from Santa Fe and 3.5 hours from both Denver and Albuquerque. Additional information about the college and the department may be found at www.adams.edu. Information about the community and surrounding area can be found at www.alamosa.org.

An Affirmative Action/Equal Opportunity Employer
Adams State College is particularly interested in applications from women and minorities.
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 descriptions of all positions are 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.