Job Title: Assistant Manager, Community Partnerships

The mission of Adams State Office of Community Partnerships is to connect University resources with the community in order to increase the quality of life for all residents of the San Luis Valley.

Department: Adams State University Community Partnerships

Qualifications:

- BA, in Computer Science or Business, preferred
- Experience in business registration, sales tax reporting
- Demonstrated business communication skills utilizing radio, print and social media
- Significant experience in website development with particular familiarity with Dreamweaver, WordPress, and Bricolage
- Experience in marketing and promotions
- Knowledge of pivot table creation, mail and data merges
- Knowledge of computer hardware and software trouble-shooting
- Ability to work independently and be self-motivated
- Must be able to think creatively and have good sense of humor
- Must have excellent written communication and organizing skills
- Able to work with a diverse and underserved population

The Assistant Manager is responsible for providing key research support for ASU’s Community Partnerships: Center for Rural Sustainable Solutions. This research support includes:

- data management,
- data collection,
- data aggregation and preliminary analysis,
- insures data and informational systems meet the complex needs of multifaceted business development projects, work well under deadlines
- and, provide significant support to funding reports

The Assistant Manager also leads consulting and other relevant services provided to existing and business startups and other business support services, including:

- business formation strategy,
- business operational strategy,
market research,
competitive analysis,
management, coordination & oversight of consulting team's activities;
administration of overall operation of client/consulting services, including;
• reviewing and evaluating the results of consulting activities,
• ensuring that continuing contractual obligations are being fulfilled, and
• allocating resources for greater program efficiencies and effectiveness.
Assists in the supervision of work study, interns, volunteers and court ordered community service workers; helps organize and conduct community forum and outreach events.

Salary
$31,000-$34,000 commensurate with experience, plus benefits. Adams State University offers a competitive benefits package.

Appointment
The appointment will consist of a twelve-month grant funded appointment. The starting date is February 15, 2016.

Background Check Policy Adams State University 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 and as described in the background check policy. The background check policy can be found at: http://www.adams.edu/administration/hr/form/form.php

Campus and Community Information
The university is dedicated to fostering Inclusive Excellence. Given the university’s mission, vision, and student body composition, the department is committed to increasing its faculty diversity and is actively seeking qualified applicants who have experiences, skills, and/or personal attributes that reflect diverse and varied perspectives and backgrounds.

Adams State University is designated as a Hispanic Serving Institution (HSI) and is a state-supported institution located in the small, rural city of Alamosa – found in the center of the San Luis Valley, a rural and agricultural, semi-arid high alpine valley (7,500 feet above sea-level) north of the Colorado/New Mexico border. Fourteen-thousand-foot peaks tower over the nearby Great Sand Dunes National Park and Preserve and there are many excellent outdoor recreational opportunities available year-round (hiking, mountain biking, fishing, skiing, etc.) as well as cultural sites/events within a short drive. Larger cities such as Pueblo, Santa Fe, Denver, and Albuquerque are within a 2-4 hour drive. The San Luis Valley receives nearly 350-days of sunshine each year. Summers are pleasant and generally cool; spring and fall weather is variable with some wind during the spring; and, while winter nighttime temperatures can get
cold, the sunshine serves to compensate during the day and outdoor recreation remains quite feasible.

Additional information about the university and the department may be found at http://www.adams.edu/community/partnerships/ and http://www.adams.edu Information about the community and surrounding area can be found at http://www.alamosa.org/

Applications
Applicants should send a detailed letter of application addressing all points listed in the qualifications section of this announcement as well as highlighting any preferred or additional qualifications. In this letter, applicants should also discuss how becoming a member of the Adams State University community, a small university in a rural environment, will align with their goals. Finally, a complete application must include the following:

- A resume
- Unofficial undergraduate and graduate transcripts.
- A list of five professional references including names, email addresses, and telephone numbers
- A business writing sample

Send application materials electronically, with subject title: Asst. Manager Application to:

mchoffma@adams.edu

Complete applications received prior to February 5, 2016 will receive full consideration.

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.

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