

Student Administrative Clerical Assistant

Vocational Education Building, CSU
Campus Fort Collins, CO



Center for
Environmental
Management
MILITARY LANDS

Colorado State University

Position

One Long-term Part-time Student Hourly and one Temporary Part-time Student Hourly (summer only) Student Administrative Clerical Assistant positions are available with the Center for Environmental Management of Military Lands (CEMML).

Qualifications

We are looking for someone who is highly organized and dependable, self-motivated, communicative, and able to work independently. Experience with Microsoft Word, Excel, PowerPoint, and Outlook is required. Experience with WordPress is desirable. Familiarity/experience with military organization is also preferred, given it is CEMML's predominant customer.

Responsibilities

This person will assist Director and staff with basic office activities, including but not limited to maintaining lobby area, facilities coordination, mail distribution, shipping, internal orders processing, job postings, office supply and equipment management/ ordering, and vehicle management. The job requires a valid driver's license.

The student may also assist with administrative tasks and research for CEMML on-going special projects, as needed.

Pay Rate and Duration

Hourly pay is between \$12.56 to \$16 an hour, depending on experience and skills. Assistance is needed on week days, 20-25 hours per week, including summer. Applicants looking at the long-term position should be able to work preferably for the next 2+ years. *Exact days and times negotiable.*

Application

Email your resume to **cemml_admin_support@Mail.colostate.edu** no later than May 22, 2022.

Phone number: (970) 491-2748, if there is no answer please leave a message.

Beginning Monday, August 16, 2021, CSU has mandated vaccinations against COVID-19. Faculty and staff are required to submit their vaccine status or declare an exemption. More information about the vaccination mandate can be found on the CSU COVID-19 Information & Resources site at: <https://covid.colostate.edu/>.

CSU is an EO/EA/AA employer.