

# Temporary Administrative and Logistics Professional



## POSITION

This announcement is for a non-student hourly job opportunity as an Administrative and Logistics Professional. This is a temporary appointment (not to exceed 9 months) located at the CEMML Joint Region Marianas (JRM) Area of Responsibility (AOR) Biosecurity Program office in Asan, Guam in support of the biosecurity program. This position has the potential to be full-time (40 hours/week) or part time (20 hours/week) depending on the needs of the successful candidate.

This is an entry-level position working for the Center for Environmental Management of Military Lands (CEMML) with Colorado State University (CSU). The Administrative and Logistics Professional provides support necessary for office efficiency, vehicle fleet management, record keeping, budget management, and information management.

A full-time position may be advertised as a competitive search after 6 months of support. The individual selected for this non-student hourly position may be a well-qualified candidate by the time a full-time position is advertised. There is no guarantee that a full-time position will be posted and there is no guarantee that the person selected for this non-student hourly position will be selected for the position, should it be advertised.

## ORGANIZATION

### CEMML

CEMML is a research, education, and service unit within the Warner College of Natural Resources at CSU. CEMML applies the latest and most appropriate science to promote the sustainable management of natural and cultural resources on Department of Defense (DoD) and other public lands. We provide technical support, conduct applied research, and offer career development and learning opportunities to support resource stewardship. We collaborate with our sponsors and other CSU departments to resolve complex environmental issues, leaving a legacy of science-based decisions that sustain our resources for future generations.

To learn more about CEMML's contributions to land management, our mission, vision, and values, please visit <http://www.cemml.colostate.edu/>.

## RESPONSIBILITIES

Provide support to the Guam Team at large via: general office tasks (printing, copying, scanning, mailing, etc), fleet management (coordinate vehicles for field events, cleaning, take in for oil changes, etc), delivering documents to partners, assisting with office procurement needs, office maintenance (coordinating with property management for maintenance needs), scheduling/coordinating team meetings, recording meeting minutes, and other tasks as assigned.

## MINIMUM QUALIFICATIONS

- High School diploma or GED
- Superb written and verbal communication skills.
- Strong time-management and multitasking abilities.
- Proficiency with Microsoft Office suite (MS Word, Excel, Outlook, Teams).
- Ability to maintain confidentiality of (Controlled Unclassified Information) CUI information.
- Must be able to pass a Pre-employment Criminal Background Check (required for all new hires).
- Must have a valid driver's license.
- Must be legally eligible to work in the United States by the proposed start date. CEMML will not provide visa sponsorship for this position.

## **DESIRABLE QUALIFICATIONS**

- Experience in office administration.
- Experience in developing internal processes and filing systems.
- Experience and familiarity working with active-duty military units or in the military environment or other highly structured organization.
- Experience working with different units within a university or other large organizational setting, such as Human Relations, Budget, and Information Technology.

## **PAY RATE**

Pay rate is \$17/hr - \$20/hr, commensurate with experience.

## **APPLICATION**

Prospective candidates should send application materials to Ken Puliafico at [ken.puliafico@colostate.edu](mailto:ken.puliafico@colostate.edu) and Abigail Arfman at [aarfman@colostate.edu](mailto:aarfman@colostate.edu). Apply no later than September 4, 2023 for full consideration. A complete application consists of:

- 1) Cover letter
- 2) Resume
- 3) References – please include within your application contact information for 3 professional references including at least one supervisor. References will not be contacted without prior notification of candidates.

## **BACKGROUND CHECK**

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

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/>.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability,

veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions, and, in certain circumstances, marriage to a co-worker. The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity and equal access institution and affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

The Title IX Coordinator is the Director of the Office of Title IX Programs and Gender Equity, 123 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-1715, [titleix@colostate.edu](mailto:titleix@colostate.edu).

The Section 504 and ADA Coordinator is the Director of the Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836, [oeo@colostate.edu](mailto:oeo@colostate.edu).

The Coordinator for any other forms of misconduct prohibited by the University's Policy on Discrimination and Harassment is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, Co. 80523-0160, (970) 491-5836, [oeo@colostate.edu](mailto:oeo@colostate.edu).

Any person may report sex discrimination under Title IX to the Office of Civil Rights, Department of Education.

See a complete listing of open CEMML positions at <http://www.cemml.colostate.edu>.