

## **Graduate Program Coordinator Graduate Degree Program in Ecology**

Colorado State University's Graduate Degree Program in Ecology (GDPE) is seeking a Graduate Program Coordinator. The GDPE is comprised of 150 faculty and faculty affiliates and a graduate population of ~180 PhD and Masters students located in 7 Colleges and 22 departments across campus. The Coordinator will assist the GDPE Director in all aspects of the operation of the program. In addition, the Coordinator is the primary point of contact for students as they navigate program policies, procedures, campus life, and graduation requirements. Applicants are encouraged to learn more about the program at: <http://ecology.colostate.edu/>.

We seek an individual who is highly motivated, self-sufficient, and a team player to assume the many responsibilities of coordinating this large and diverse program. Candidates should enjoy interacting with students and their families, have a positive attitude, and an ability to get along well with faculty and staff.

The applicant must also have a strong work ethic, a willingness to serve in a broad variety of roles as needed, and dedication to the mission of GDPE.

### **Qualifications:**

#### REQUIRED:

A Bachelor's degree from an accredited college or university

Demonstrated excellence in administrative roles and the ability to coordinate multi-departmental activities in a university or professional setting.

Ability to develop and maintain electronic communications.

Evidence of strong organizational skills.

#### DESIRED:

Demonstrated ability to facilitate multiple projects in a highly organized manner.

Experience coordinating special events, for example, scientific meetings and workshops.

Demonstrated creativity, leadership, and the skills needed to work successfully with diverse groups (faculty, students, administrators).

Experience with CSU policies, procedures and software.

Experience working with students in a Higher Education setting.

Experience in assisting with budget management

**Duties:**

- Coordinates class schedules, instructor of record assignments, room reservations and student overrides. Coordinates scholarship and fellowship awards, ensuring that donor intent is met, and serves as donor contact.
- Takes the lead in coordination of special events for GDPE, which include the Distinguished Ecologist program, the Front Range Student Ecology Symposium recruitment event, the annual all-GDPE Fall and Spring events and the new student orientations. Expected to work a variety of hours to accommodate special events that may include occasional weekends and evenings.
- Disseminates announcements.
- Coordinates development and maintenance of web site to provide fresh and attractive display of activities and opportunities across campus as well as provide accessibility for GDPE members ([www.ecology.colostate.edu](http://www.ecology.colostate.edu))
- Maintains announcements of research and employment opportunities accessible to students and faculty.
- Coordinates graduate admissions for GDPE. Develops and maintains database of graduate applications. Assures that graduate students are promptly informed of status in admission process.
- Coordinates the Distinguished Ecologist seminar series, and assists in coordinating the course with a faculty member, developing an outreach program about the activities, and organizing the visits from these distinguished scientists from all over the world.
- Maintains and assembles data for reports on GDPE performance.
- Coordinates all financial functions and works with Graduate School Budget Officer as well as accountants in departments and colleges.
- Coordinates scholarship and fellowship awards.
- Coordinates the assembly of data for annual newsletter describing activities of faculty and students for electronic distribution.
- Oversees student staff and coordinates with other GDPE professional staff.
- Other duties as assigned by the Director and Executive Committee.

**Salary:** a starting salary of \$42,000-\$50,000+, depending on experience, with scope for annual increases for excellence in work

**Deadline:** This position is open until filled. For full consideration application must be received by April 27, 2015

**Application:** Please send cover letter, resume and contact information of 3 references electronically to: Jeri Morgan, [ecology@colostate.edu](mailto:ecology@colostate.edu). [References will not be contacted without prior notification of candidates](#)

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Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.