



Administrative Assistant

Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment in which to acclimatize to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize universities in the US, UK and Asia. Universities in the US include: Oregon State University, University of South Florida, Colorado State University, Marshall University, Drew University, George Mason University, Saint Louis University, The University of Alabama at Birmingham, Washington State University, Suffolk University and Illinois State University.

INTO Colorado State University (INTO CSU) is a Limited Liability Corporation formed through the partnership of INTO University Partnerships and Colorado State University (CSU). CSU is one of the nation's premier land-grant teaching and research universities with a total enrollment of over 28,000 students. The university has been consistently ranked as a top-tier institution by the U.S. News and World Report's "America's Best Colleges and Universities" and named by Kiplinger's Personal Finance Magazine as one of the top public universities for its educational quality and affordability. Nestled at the base of the Rocky Mountain foothills, the campus is located in Fort Collins, a city of approximately 144,000, 65 miles north of Denver.

Educational Context

INTO CSU is a joint venture that was formed through a partnership between Colorado State University in Fort Collins, Colorado and the British corporation INTO University Partnerships (INTO) of Brighton, England. INTO University Partnerships (IUP) is an organization working in partnership with leading US and UK universities and investing in the development of world-class international student centers. It specializes in preparing students for undergraduate and postgraduate study in the US and the UK.

INTO CSU welcomes international students to programs that are aimed at helping them develop English-language competence for both academic and general purposes. It also provides international students with a pathway year of CSU degree-program coursework that results in the students entering directly a CSU undergraduate or graduate degree program.

The Administrative Assistant is a key support role for the Executive Director, primarily supplying timely and accurate information to assist in critical operational decisions and to enhance business partner relationships. Reflecting departmental and institutional values, candidates applying for an INTO CSU assignment are expected to have the ability to advance INTO CSU's commitment to diversity and inclusion. In addition to integrity and ethics, the Administrative Assistant will be expected to uphold:

- The CSU Principles of Community—Inclusion, Integrity, Respect, Service and Social Justice;
- The INTO Values—Purpose, Passion, Partnership, Pride and Performance;
- The INTO professional competencies—Communication, Teamwork, Customer & Student Focus, Role & Performance Focus, Solution & Innovation, and Change Management.



Reporting line

The Administrative Assistant directly reports to the INTO CSU Executive Director

Key accountabilities and duties

- Manage daily schedules and arrange meetings for the ED using Outlook calendars;
- Track active and pending issues;
- Organize Center meetings and Board Meetings: developing agendas, circulating materials, taking care of all logistics (identifying dates/times; reserving rooms; issuing invitations; arranging meals on and off campus for participants; taking minutes and maintaining records).
- Support the ED in planning visits of INTO CSU guests, including the development of itineraries and various logistics (hotel reservations, travel to and from DIA, campus tours, meetings).
- Liaise with all internal and external constituents and stakeholders, including the INTO CSU board of directors, CSU central administration, INTO offices and other INTO centers, and CSU divisions, departments, and units as needed;
- Support the ED by monitoring and researching as well as communicating and coordinating initiatives regarding both business and academic matters;
- When requested, represent the ED at meetings or special events locally;
- Draft and prepare correspondence, campus announcements, etc. on behalf of the ED;
- Maintain and compile all administrative policy decisions made by the INTO CSU management team;
- Communicate and liaise with on and off campus stakeholders including corporate and regional offices;
- Contribute to develop, implement, manage, and refine INTO CSU internal systems, policies, procedures, and guidelines, in order to enhance communications, organization, and tracking of issues and documents;
- Manage all HR matters on behalf of INTO-employed center employees, liaising with the HR office of INTO North America and CSU as needed to onboard new personnel;
- Other duties as assigned.

Location

This position is based at Colorado State University located in Fort Collins, Colorado.

Salary

\$40,000

Qualifications

- Bachelor's degree
- Minimum of 5 years of continuous experience in a support role
- Outstanding written and oral skills in English
- Highly proficient in Word, Excel, Power Point
- Ability to prioritize, meet deadlines, work under pressure with minimal supervision
- Excellent interpersonal skills, including the ability to interact with a wide range of people, including international and culturally diverse communities, in a consistently welcoming and positive manner
- Demonstrated commitment to maintaining strict confidentiality
- Demonstrated problem solving skills and the ability to pay careful attention to detail
- Adaptable to changing circumstances, work environment, duties, and business practices
- Ability to prioritize many complex series of duties and tasks and to maintain focus amid a busy work environment often filled with interruptions
- Ability to use discretion and good judgment
- Strong organizational skills and the ability to multi-task



How to apply

To be considered for this position, please upload your cover letter, resume, and 3 professional references (including phone numbers and email addresses) in one PDF file to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=48344&lang=en_US&source=CC2&cclid=19000101_000001

Application Deadline: December 19, 2018

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/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.

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.