Civil and Environmental Engineering
WE²ST Center Research Associate

The ConocoPhillips Center for a Sustainable WE²ST (Water-Energy Education, Science and Technology) at the Colorado School of Mines (Mines), is seeking a high-energy, amicable Research Associate to support an established research center. Candidate should be organized and self-directed with both technical and administrative skills. Coordination with students, faculty, other Mines staff, and industry will be part of the daily responsibilities. The successful candidate will need to have the independence to creatively manage technical, financial, personnel and administrative responsibilities. If you are a proactive professional and want to be part of an exciting research organization, you are encouraged to apply. This position is 0.75 time effort (30 hours/week).

Mines is a public research university devoted to engineering and the applied sciences and has the highest admission standards of any university in Colorado. Mines is located in Golden, Colorado in the foothills of the Rocky Mountains, 15 miles west of downtown Denver and 20 miles south of Boulder.

Responsibilities:
- Assist in facilitating Center activities, including speaker events, advisory board meetings, all WE²ST faculty meetings, and special student events.
- Manage finances: administer and update budgets as directed; organize/coordinate faculty and student expenditures and expense reconciliation; maintain the records of expenditures in accordance with the university accounting system.
- Manage student and faculty travel documents and facilitate some travel arrangements related to speakers.
- Coordinate the development and dissemination of marketing materials, including website and flyers. Maintain and update the website.
- Coordinate and facilitate ordering lab and research tools and supplies.
- Organize and coordinate field trips and off campus research activities for the Center that will include travel, logistics, equipment, instrumentation and transportation.

Qualifications: Must possess excellent interpersonal skills, be self-motivated and self-directed. Accounting experience is an asset. Proficiency with Microsoft Office software (word, excel, publisher), and the ability to learn other software packages, e.g. website management, is a must. A knowledge and understanding of Colorado School of Mines internal processes and procedures is beneficial, but not required.

Compensation: Salary and benefits will be commensurate with qualifications and experience. Mines also provides an attractive benefits package including fully paid health insurance, dependent tuition benefits, parental leave policies and dependent care assistance through a flexible spending plan.

How to Apply: Applicants must send a letter of application and résumé addressing the position’s requirements, along with the names and contact information of three professional references to: Terri Hogue, thogue@mines.edu

Review of applications will begin November 4, 2015.

Mines is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.