Department of Geophysics  
Center for Wave Phenomena  
Research Support Center Administrator

Colorado School of Mines (Mines) in Golden, Colorado, invites applications for a full-time Research Support Center Administrator.

Located in Golden, in the foothills of the Rockies, 13 miles west of Denver and 21 miles south of Boulder, Mines is a public institution with enrollment of over 5,500 students in undergraduate and graduate degree programs in engineering and applied science. For more information visit us at: www.mines.edu.

Responsibilities: This position provides primary administrative research support for the Center for Wave Phenomena (CWP), one of Mines’ most enduring and successful research consortia. The Administrator provides account administration to include budget analysis and planning; preparing, editing and distributing proposals and contracts; reviewing contracts for changes; issuing, processing and tracking invoices; authorizing, tracking, and monitoring expenditures, etc. The position organizes and coordinates two official sponsors’ meetings each year, in addition to other meetings, which includes registration, arranging travel and logistics, communicating with attendees including maintaining group mailing and email lists, etc. The position manages the CWP on-line presence, and designs and produces all publications for CWP, including an annual newsletter, scientific and administrative reports, and marketing/recruiting and informational brochures. The position also performs other administrative support duties related to the Center, which consists of seven faculty members, visiting scholars, approximately 25 graduate students, representatives of 30-35 industry sponsors, and Mines alumni.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Qualifications: A Bachelor’s degree from an accredited college or university is required. High-level budget and finance experience, contract experience, general administrative experience, and effective and efficient event planning skills are required. The successful candidate must possess exceptional communication skills (both oral and written), organizational skills which include the ability to handle multiple tasks simultaneously, and excellent interpersonal skills which include the ability to work effectively with people of diverse cultural backgrounds and levels of authority. Candidates must also have intermediate webpage design experience, and intermediate-to-advanced experience with Microsoft Outlook, Excel, Word, PowerPoint, and publishing software such as Adobe Illustrator or InDesign. The preferred candidate will have experience/familiarity with Banner Finance and experience working with research-funded projects in a higher education environment. LaTeX experience is a plus.

Compensation: Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: http://family.mines.edu/

Employment with Mines is contingent upon the satisfactory completion of a background investigation.
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How to Apply: Applicants must send a letter of application and résumé addressing the position’s requirements, at least two examples of previous publications and webpage design (links to active webpages are acceptable; portfolio must include a description of applicant’s contribution to the project), along with the names and contact information of three professional references to: Colorado School of Mines, Human Resources Office, Search#: 16-137730, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by June 1, 2016.