

**UNIVERSITY OF NORTHERN COLORADO**  
**Vacancy Announcement**

**Position Title:** RSVP Administrative Aide

**Position Number:** E99694

**Job Summary:**

This 0.75 FTE position functions under the Retired and Senior Volunteer Program (RSVP) in the College of Natural and Health Sciences. The individual filling this position will provide direct support to the RSVP Director. Responsibilities include the management of numerous grant and non-grant funded accounts. Clerical support functions include the maintenance of procedures manuals, purchasing office supplies, maintaining volunteer station documentation, providing education and support to stations, composing and distributing newsletters, composing correspondence and publicity materials, data entry, maintaining inventory records, and processing travel reports. This position requires attention to detail, high level of organization, and ability to work independently.

**Minimum Qualifications:**

Education: Associate of Arts degree or equivalent in work experience

Experience: Proven office management or administrative assistant experience

**Preferred Qualifications:**

Bachelor's degree

Background in Quicken, Excel spreadsheets, budgeting and word processing. Ability to work with and relate well with individuals 55 and older, detail oriented, self starter, highly organized  
Possess knowledge or experience with Banner accounting system.

**Salary and Benefits:** \$21,377

Benefits available include health, life, and dental insurance, as well as a selection of several defined contribution retirement programs. Dependents and spouses of UNC employees who are employed as 0.5 FTE or above are entitled to and eligible for Dependent Tuition Grants. These tuition grants will cover in-state tuition charges. Further requirements may exist. Other benefits may be available based on position.

**Requested Start Date:**

May 4, 2009.

**Application Materials, Contact, and Application Deadline:**

Screening of applications will begin on April 13, 2009 and will continue until the position is filled. Interested persons should apply online at <https://careers.unco.edu> and select "View/Apply for Administrative Positions" then choose "RSVP Administrative Aide". Application documents to be submitted online are a letter of application/cover letter, current resume, and the names and contact information (title, address, email address, telephone number) of at least three references.

**Additional Requirements:**

Satisfactory completion of a background check, educational check, and authorization to work in the United States is required after a conditional offer of employment has been made. The successful candidate must submit original transcripts within one (1) month of hire.

**Location and Environment:**

The University of Northern Colorado is a Doctoral/Research University enrolling 12,000+ graduate and undergraduate students. The university, founded in 1889, is located in Greeley, Colorado, which has a growing population of 80,000 and is situated an hour north of Denver and 30 miles east of the Rocky Mountains. Further information about UNC and the City of Greeley is available at <http://www.unco.edu>.

**Additional Information:**

This position is contingent on funding availability, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado. Federal regulations require that the University retain all documents submitted by applicants. Materials will not be returned or copied for applicants.

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status. For more information or issues of equity or fairness or claims of discrimination contact the UNC AA/EEO/Title IX Officer at UNC Human Resource Services, Campus Box 54, Carter Hall 2002, Greeley, CO 80639, or call 970-351-2718.