

STATE OF COLORADO



DEPARTMENT OF HIGHER EDUCATION
Colorado Commission on Higher Education

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David E. Skaggs
Executive Director

COLORADO DEPARTMENT OF HIGHER EDUCATION

Job Title: ADMINISTRATIVE ASSISTANT

Position Purpose

Provide administrative and secretarial/clerical support to the Colorado Department of Higher Education and the Colorado Commissioner on Higher Education administrative staff

Job Description/Essential Duties

Support with agenda items and agenda books for Commission meetings, formatting agenda items for staff following Department of Higher Education protocols

Logistical support for ongoing Department meetings

Support with budget presentations

Department wide work studies tracking

Backup coverage and support for receptionist

Perform administrative work on special projects as requested

Other duties as assigned

Knowledge/Skills and Experience

Solid data entry and typing skills

Solid organizational skills and attention to detail

Solid Microsoft Office Products (Word, Excel, Outlook) skills

Solid written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel and the general public

Knowledge of word processing equipment, personal computer, scanner and digital copier/printer

High school diploma or equivalent and two (2) years related experience

Please submit cover letter, salary requirements and resume to:

Cynthia Langan
1801 Broadway, #360
Denver, CO 80202
clangan@college-assist.org