



CSU STRATA is a private, not-for-profit corporation, legally separate from Colorado State University (CSU), located in Fort Collins, CO. Founded in 1941, CSU STRATA supports and serves the Colorado State University System (CSU System) through intellectual property management & technology transfer services, strategic real estate management, development services, special project oversight, and operational management. The CSU System consists of Colorado State University Fort Collins (CSU), CSU Pueblo, CSU Global, CSU Todos Santos Center and the CSU Spur campus at the National Western Center.

Set against the foothills of the Rocky Mountains, Fort Collins, the Choice City, is a vibrant and growing city overflowing with opportunity. Families, outdoor enthusiasts, and high-tech entrepreneurs feel at home in Fort Collins, the largest city in northern Colorado. With CSU midtown, innovation, and enthusiasm course throughout the city, which is also a hub for craft beer revolution. When you are here, you instantly feel connected – Fort Collins has a friendly, welcoming culture with many groups, spaces and activities designed to bring people together, no matter your interests. Top Industries are education, manufacturing, high-tech and healthcare.

BUSINESS OPERATIONS MANAGER

CSU STRATA is seeking a Business Operations Manager to be a professional, contributing staff member of the Operations Team, this position is responsible for managing and completing a variety of tasks and projects within established parameters and under general guidance. The position requires the ability to investigate, modify, improve, or design new processes related to corporate operations including policy, contracting, risk management, change management and corporate strategy. This position is required to collaborate with staff across all business units. The position is expected to maintain knowledge of trends, best practices, regulatory changes, and new technologies in corporate operations, strategy, risk management, human resources, and contracting.

QUALIFICATIONS Knowledge/Skills/Abilities:

Required Education:

- Bachelor's Degree in a relevant field, e.g., Liberal Arts, Business.
- Demonstrated commitment to continuous learning.

Required Experience:

- Minimum three years' experience with business operations and services.
- Minimum three years' experience preparing, drafting, negotiating, and reviewing a variety of contracts and agreements.
- Preferred: Experience in a not-for-profit or government setting.
- Experience/knowledge or at a minimum familiarity working in a variety of software systems.
- Outstanding customer service performance.
- Demonstrated high degree of professionalism, ethics, integrity, confidentiality, and discretion.
- Demonstrated skills in handling complex inter- and intra-organizational issues and relationships.
- Ability to work in a fast-paced environment managing multiple projects.
- Knowledge of risk management, loss control and insurance underwriting principles and practices.
- Demonstrated skill in preparing and maintaining records, preparing reports, communicating complex and detailed reports and information.
- Demonstrated excellent oral and written communication skills.

Preferred: Bilingual with Spanish language fluency.

KEY JOB RESPONSIBILITIES

Contracting: Manage corporate services contracts process for master services agreements, independent contractor agreements, consulting services, and other procurement contracts, including drafting contracts and contract amendments. Develop a contract management lifecycle for controlling company contracts and agreements. In coordination with the Technology Team, research and recommend contract management systems/software to allow business units to easily create, maintain, and renew agreements. Coordinate systems implementation with the Technology Team. Assist other business units as needed/assigned with specialty contracting needs, including intellectual property, real estate, human resources, and financing. Abstract and summarize agreements for use in data systems. Handle routine aspects of contracting by reading, researching, reviewing, verifying, and routing correspondence, drafting letters and documents; collect and analyze information; and formulate recommendations. Develop, update, and maintain corporate contracting forms and procedures. Coordinate with business units to assure contract compliance processes, procedures, and tracking are consistent with established policy. Assist monitoring contract compliance as assigned/requested. Assist retaining, supervising, and monitoring the work of outside consulting services. Provide summary and analysis of contracted services as requested.

Risk Management: Partner with key stakeholders to develop and implement standards, processes, procedures, programs, and best practices related to risk management. Identify potential risk exposures, recommend solutions, implement approved programs, and promote loss prevention. Manage insurance procurement. Evaluate and provide recommendations regarding selection of insurance policies, including but not limited to property, casualty, general liability, cyber-risk, workers' compensation, and directors and officers. Coordinate and submit, as necessary, insurance policy renewal data. Partner with business units to manage incident reports, claims and compliance. Provide timely notification of claims to insurance carriers. Work with insurance brokers to respond to requests for certificates of insurance and claims history document.

Human Resources: In cooperation with Human Resources, develop strategies for compliance and implementation of federal and state employment law. Remain up-to-date and well versed on changes to employment law, and coordinate with Human Resources as necessary to audit and ensure compliance in processes, and training. Advise on benefit programs, options, and contracts. Assist with organizational training and development programs; assist with workers' compensation and incident reporting program and processes as needed.

Corporate Strategy: Produce a variety of management reports related to strategy, structure, and policy to set implications of actions and recommend ways forward, as assigned. Design, develop, and conduct surveys and questionnaires, as assigned. Participate in employee award, reward, and connectivity efforts. Maintain a visible presence throughout the corporation, assist employees with general concerns and questions. Champion the strategic vision and mission.

Policy: Lead development and revision of corporate policies, as assigned. Provide input on the interpretation and implementation of policies. Coordinate maintenance of corporate wide files related to policies, procedures, and guidelines.

Process Improvement/Change Management: Participate on process improvement teams. Lead projects, as assigned. Coordinate implementation of key initiatives and actively participate in change management by helping ensure cross-business unit alignment.

General Employee & Work Unit Administrative Tasks/Responsibilities: Appropriately code and process for approval and payment all invoices and credit card statements. Maintain electronic and paper files, as necessary. Assist with various research projects and/or special projects, as assigned. Other duties as assigned.

Salary Range: \$65,000-\$85,000 annualized, depending on qualifications

Job Type: Full-Time/Nonexempt

Reports To: Vice President, Operations

Location: 2537 Research Blvd, Suite 200 Fort Collins, CO 80526

Remote Work: up to 20%

BENEFITS for full time eligible employees:

- 401(a) & 403(b) retirement plans
- Health, Dental and Vision insurance
- Health savings account
- Paid time off
- Standard mileage reimbursement

To apply: go to <https://csustrata.org/careers/> For full consideration submit application materials by **1/25/2023**.

Screening will begin immediately.

Note: This position is an at-will position in accordance with the laws of the state of Colorado and the United States federal government. This job description is not a complete statement of all duties and responsibilities comprising this position.