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.

The Technology Transfer unit of CSU STRATA accelerates the translation of cutting-edge research from across the CSU System into products and services that enrich people’s lives locally, nationally, and globally. CSU STRATA engages in corporate partnerships and cultivates networks to support a thriving culture of innovation. CSU STRATA serves as a resource for CSU System faculty, staff, and students, connecting them to industry, entrepreneurs, and investors seeking to further research or commercialize technologies developed within the CSU System.

Administrative Assistant

CSU STRATA is seeking a part time Administrative Assistant to be a contributing staff member. The position provides a variety of clerical and administrative support for the business unit. Primary support duties will include document and records management, meeting, and event coordination, assisting with unit payables and receivables processing, and assisting with Salesforce and website updates.

QUALIFICATIONS Knowledge, Skills, Abilities

Education
Required: High School Diploma or equivalent
Preferred: Associate degree or higher

Experience
REQUIRED
• Minimum 2 years as an administrative assistant or equivalent
• Experience with office computing: Microsoft Office Suite, Adobe PDF

PREFERRED
• Organizational and time management skills to handle multiple projects
• Data entry, record keeping, and filing skills
• Demonstrated ability to quickly learn new concepts, processes, procedures, and policies
• Familiarity with website content management
• Familiarity with digital record keeping e.g., SharePoint, Salesforce, DocuSign
• Small event (10-50 person) planning and coordination

KEY JOB RESPONSIBILITIES

Document/Records Management: Assist in the execution, handling, and filing of intellectual property information such as patent, copyright, and trademark applications, and other documents and contracts. Perform data entry and maintenance of electronic records on Salesforce, SharePoint and other systems as needed. Support and coordinate required signatures and government compliance documentation for related intellectual property matters.

Meeting/Event Coordination: Assist with events, webinars, meetings, including logistics, and other activities associated with a variety of technology transfer programs.

Payables/Receivables Processing: Support and coordinate technology transfer invoices to customers, and processing patent bills’ coding, and overall payment reconciliations.

Platform Updates: Ensure data integrity in various systems is current and consistent with other documents and records. Assist with updating and managing content on technology transfer website.

General Responsibilities: Perform other duties as assigned to meet CSU STRATA Technology Transfer objectives.

Salary Range: $21.63 - $25.00, depending on qualifications
Job Type: Part-Time, up to 20 hours per week, Nonexempt
Reports To: Vice President, Technology Transfer
Location: 2537 Research Blvd, Suite 200 Fort Collins, CO 80526
Remote Work: up to 20%

BENEFITS for part time employees:
• Paid time off for sick leave at the rate of 1 hour per 30 hours worked
• Standard mileage reimbursement

To apply: go to https://csustrata.org/careers/ Job will be open for applications through 8/21/2023

CSU STRATA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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.