POSITION
A position as Planning, Programming and Budgeting Coordinator for the Army Integrated Training Area Management (ITAM) Program is available with the Center for Environmental Management of Military Lands (CEMML) (Research Associate II, Special). This position will support the ITAM Executive Agent at Army Training Support Command, Fort Eustis, Virginia.

ORGANIZATION
CEMML is a research, education and service unit within the Warner College of Natural Resources at Colorado State University (CSU). CEMML applies the latest and most appropriate science to promote the sustainable management of natural and cultural resources on Department of Defense (DoD) and other public lands. We provide technical support, conduct applied research, and offer career development and learning opportunities to support resource stewardship. We collaborate with our sponsors and within CSU to resolve complex environmental issues, leaving a legacy of science-based decisions that sustain our resources for future generations. To learn more about CEMML’s contributions to land management, our mission, vision, and values, visit http://www.cemml.colostate.edu/.

LOCATION
Work is at government offices at Fort Eustis, Virginia near Newport News, Virginia.

RESPONSIBILITIES
The successful candidate will provide technical expertise for the Army ITAM program in the areas of data analysis and modelling for executing programs at Army, Army Reserve, and Army National Guard installations. Primary responsibilities include:

• Analysis and modelling of installation training activities and needs to predict future training land, staffing, and fiscal requirements in support of the Headquarters, Department of the Army (HQDA) G-3/7 annual Program Objective Memorandum.

• Review and revision of Army Regulations(ARs) and Training Circulars (TCs) pertinent to the Army ITAM and Sustainable Range Programs, including AR 350-19, AR 350-52, TC 25-1, the ITAM Program Guidance, and ITAM Program Funding Guidance for HQDA.

• Management of the ITAM Suspense Tracker and content for ITAM on the Army Sustainable Range Program web portal.

• Plan and execute ITAM program-related functions such as the biannual ITAM Management Reviews, annual ITAM Workshops, and periodic ITAM Management Working Group meetings, including agenda development, logistics management, and capture of meeting minutes and action items.

MINIMUM QUALIFICATIONS
The successful candidate must:

• Demonstrate U.S. employment eligibility; CEMML will not provide visa sponsorship for this position.
• Hold a minimum of a Bachelor’s degree.
• Have at least three years professional work experience in the execution of Army land management programs.
• Possess excellent written and verbal communication skills and strong organizational skills.
• Be proficient with Microsoft Windows and Office software.
• Able to meet eligibility requirements for a DoD Common Access Card (CAC).

DESIRABLE QUALIFICATIONS
Competitive candidates will have:
• An advanced degree related to business management or similar degree.
• A demonstrated ability to effectively manage diverse and concurrent responsibilities.
• A current DoD Common Access Card.

SALARY
Salary is commensurate with experience and qualifications, with a range of $79,000 - $84,000/yr. Continuation of this position is dependent on the continued receipt of funding from the sponsor for technical support to the Executive Agent for the Army ITAM program.

BENEFITS
Colorado State University offers a generous benefits package including 24 days of paid vacation leave, tuition credits, excellent health insurance (including vision and dental), and retirement plans with 11% contribution by CSU. For more information on Administrative Professional benefits, visit http://www.hrs.colostate.edu/benefits/.

Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department’s commitment to diversity and inclusion.

BACKGROUND CHECK
Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department’s commitment to diversity and inclusion.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

APPLICATION
Prospective candidates should apply online at http://jobs.colostate.edu/postings/30380. Applicants must meet the minimum qualifications in the announcement to be considered. Apply no later than February 14th, 2016, for full consideration. Upload each of the items below individually as a Word Document (.doc), PDF (.pdf), or Rich Text Format (.rtf). Please note that incomplete applications cannot be considered. Please remove social security numbers and birthdates from application materials. A complete application consists of:
1) Statement of Qualifications (one page letter addressing each qualification described in announcement)

2) Resume

3) Please ensure that your application materials reflect your current Common Access Card (CAC) status. For information on Common Access Card eligibility, visit http://www.cac.mil/common-access-card/.

4) Transcripts (for each degree earned that is listed under qualifications)

5) Degree Conferral (copy of diploma if transcripts do not include confirmation that degree was awarded)

6) References (contact information for three professional references including at least one supervisor, references will not be contacted without prior notification of candidates)

Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce, and complies with all federal and Colorado state laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

See a complete listing of open CEMML positions at http://www.cemml.colostate.edu.

POSITION #: 018947.0001