Financial and Research Project Assistant Manager
Department of Microbiology, Immunology & Pathology

The Department of Microbiology, Immunology and Pathology (MIP) is a large academic and research department in the College of Veterinary Medicine and Biomedical Sciences at Colorado State University. Currently, MIP has about 200 salaried employees including 89+ faculty, 130 research and administrative support staff, and 495 total employees including students and temporary staffing. MIP conducts $20-30M in research activity each year. DMIP seeks to fill a full-time financial and research project assistant manager position to work at the MIP Foothills location and provide guidance and assistance in the management of the department’s financial and research fiscal duties. The focus of this position will be support for the AIDL faculty and research staff.

**Position Description and Purpose:** The Financial and Research Project Assistant Manager provides professional, comprehensive guidance in developing and executing fiscal strategies, policies and procedures in support of the overall strategic missions of CSU, CVMBS and the department and programs, pre-award contract and grant activities. Specifically this involves budget development and implementation; oversight, guidance and direction for fiscal operations and management; and extensive knowledge of compliance requirements for federal OMB circulars (A21, A110, A133 Uniform Guidance), university and state fiscal rules, sponsor requirements, donor intentions and other rules and regulations as applicable. The position reports to the Financial and Research Project Manager, and works closely within the MIP accounting and administrative team. Their joint mission is to develop strong knowledge and understanding of the oversight environment and to assist with the development of best practices which enable effective, accurate management of the financial policies processes and activities. Effective communication skills are required to articulate financial management plans, policies, and practices to the faculty, staff and other personnel. Successful execution requires extensive communication, coordination, and collaboration across many levels of the University.

For full job posting and to apply go to: [http://jobs.colostate.edu/postings/42327](http://jobs.colostate.edu/postings/42327)

CSU is an EO/EA/AA employer and conducts background checks on all final candidates.