

Job Level	Assistant Director of the Center for New Energy Economy	Management Level I
Problem Solving	<ul style="list-style-type: none"> * This position makes regular and on-going policy and financial decisions, determines direction of key programs, makes operational decisions pertaining to contracts and other day-to-day operations, tracks and approves spending, acts as hiring authority and exercises supervisory decisions pertaining to salaried and hourly employees. * The Assistant Director assists the Director in identifying and pursuing opportunities for advancement of policy initiatives to support the expansion of the New Energy Economy and supervises the Center operations on a day-to-day basis. * Strategizes and conducts fundraising from foundations, private investors, research institutions and government agencies to support the Center's agenda. 	<ul style="list-style-type: none"> ▪ Teams work within prescribed rules, guidelines, and policies and work is often transactional/ routine/cyclical in nature.
Interaction/ Communication	<ul style="list-style-type: none"> * Facilitates discussion and collaboration among Colorado State faculty members of various disciplines regarding energy research and policy. * Develops accessible communication products for key stakeholders and the public through newsletters, press releases, white papers and various CNEE websites. 	<ul style="list-style-type: none"> ▪ Adapts communication styles to differing audiences.
University Impact	<ul style="list-style-type: none"> * Serves as an ambassador for the University and a thought leader in state, national and international discussions related to energy policy. 	<ul style="list-style-type: none"> ▪ Department/unit focused. ▪ Work provided by the team has short-term (within one year) impact by nature. ▪ Directs the application or existing principles.
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Participates in drafting budgets, work plans, and departmental strategies and goals. Participates in administrative staff and interdepartmental meetings and serves on appropriate University committees if time permits. Works with CSU departments to create RFPs as needed to hire outside vendors for consulting, research, and such projects as website development. 	<ul style="list-style-type: none"> ▪ Takes action to monitor costs of work team. ▪ May contribute to the department's fiscal management.
People Management	<ul style="list-style-type: none"> * 3 – Senior Policy Advisors 3-4 Research Manager, Analysts or Associates 1-2 Student Research Associates 1-2 Non-Student Hourly Research Associates 	<ul style="list-style-type: none"> ▪ Manages teams typically comprised of technical / administrative support roles that are homogeneous in nature. ▪ May have people management responsibility for pay reviews, performance management, and resource planning.