



Support Colorado's Forest Stewardship – Join Us as a Part-Time Administrative Assistant in Woodland Park!

Do you enjoy helping others, keeping operations running smoothly, and supporting meaningful conservation work? The Colorado State Forest Service is seeking a Part-Time Administrative Assistant to support our Woodland Park Field Office and its important programs. [Apply now!](#)

Location: Woodland Park, CO

Schedule: Part-time position

Salary: \$1660.50 – \$1992.50 Monthly (Part-time 20 hours per week)

In this role, you'll:

- Serve as the friendly and professional first point of contact for walk-in visitors and phone calls
- Support staff working in Forest Management Programs, Seedling Tree Plantings, and Forest Agriculture
- Assist with public relations, document creation/editing, and data management
- Coordinate meeting logistics and take minutes as needed
- Process mail, payments, and financial transactions
- Work with vendors—including coordinating services, processing payments, and accepting payments
- Maintain and operate office equipment
- Provide administrative and accounting support as assigned by the Southeast Area Accounting Technician II and Area Manager

Why You'll Love This Role:

- Be part of a mission-driven team serving Colorado's forests and communities
- Support field staff and conservation programs that make a real impact
- Enjoy a mix of administrative, customer service, and behind-the-scenes support work
- Help keep a small, dedicated office running efficiently and effectively

Position Details:

- **Part-time appointment** as a Colorado State University employee
- Pre-employment background check required
- Primarily office-based with regular public interaction
- Standard business hours with occasional flexibility as needed

Why Choose Colorado State Forest Service?

We not only value our forests; we also value our employees. Joining our team comes with incredible benefits:

- **Identity Wear Stipend:** Elevate your professional image with a stipend for personalized wear.
- **Work-Life Harmony:** Achieve optimal work-life integration through tailored and flexible scheduling options.
- **Premium Healthcare Benefits:** Prioritize your well-being with access to exclusive and comprehensive healthcare benefits.

- **Retirement Plan:** Secure your financial future with a remarkable retirement plan through PERA Colorado.
- **Assistance Program:** Access premium well-being resources through our Employee Assistance Program.
- **Professional Development:** Enhance your skills through personalized professional training opportunities facilitated by CSU.
- **Educational Empowerment:** Receive 5 education credits annually through CSU.
- **Tuition Privileges for Family:** Secure your family's future with 50% off tuition for children, partner, and spouse.
- **Community Leadership Initiative:** Give back to your community with paid administrative leave dedicated to volunteering.

How to Apply:

Interested in growing your career while helping Colorado communities thrive? [Apply today!](#)

For full consideration, applications must be received no later than 11:59pm MT on **December 29, 2025**.
References will not be contacted without prior notification of candidates.

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