



Administrative Assistant – Colorado State Forest Service

The Colorado State Forest Service (CSFS) is seeking an organized, detail-oriented, and customer-focused Administrative Support professional to join our Northeast Area team, based out of the Golden Field Office.

This position provides administrative, fiscal, and customer service support to the Northeast Area and plays an important role in helping the office operate efficiently and effectively. The ideal candidate will enjoy working with people, have strong attention to detail, and be comfortable managing multiple priorities and administrative processes. [Apply now!](#)

Location: Golden, Colorado

Salary: \$40,248 – \$48,300 annually

Position Type: Two-year limited-term assignment with a specified end date

Full Consideration Date: September 28, 2026 at 11:59pm.

What You'll Do

In this role, you will:

- Provide administrative and fiscal support to the Northeast Area, including assisting with budgets, tracking expenditures, processing invoices, reimbursements, purchase orders, and other financial transactions.
- Assist with P-Card reallocation and reconciliation and serve as a backup to Accounting Technician II staff.
- Support program and grant administration, including tracking, reimbursements, and documentation.
- Manage Area SharePoint sites, calendars, files, office supplies, equipment, facilities requests, and fleet records.
- Coordinate meetings, office logistics, vendor services, and other operational needs.
- Assist with contractor and Qualified Vendor Lists and develop workflow guides and training materials.
- Provide professional customer service to landowners, members of the public, government agencies, cooperators, and other stakeholders by phone, email, and in person.
- Support agency outreach and educational programming through communications, information distribution, website content, and event support.

Minimum Qualifications

To be considered for this position, candidates must demonstrate in their application materials:

Experience Only:

Two (2) years of administrative support experience in an office setting, including experience with budget oversight and customer service.

OR

Education and Experience:

A combination of related education and/or relevant experience in an occupation related to the work assigned equal to two (2) years.

If using education to meet the minimum qualifications, unofficial or official transcripts must be attached to the application.

Why Choose Colorado State Forest Service?

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

- **Identity Wear Stipend:** Elevate your professional image with a stipend for personalized executive wear.
- **Work-Life Harmony:** Achieve optimal work-life integration through tailored and flexible scheduling options.
- **Connectivity Privilege:** Stay seamlessly connected with either a cell phone allowance or a provided work cell.
- **Premium Healthcare Benefits:** Prioritize your well-being with access to exclusive and comprehensive healthcare benefits.
- **Time-Off:** Recharge with 15 days of sick leave and 24 days of annual leave.
- **Retirement Plan:** Secure your financial future with a remarkable 12% employer contribution to your retirement plan.
- **Employee 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 9 hours of 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:

To apply, please submit a cover letter and resume. Your cover letter should address how you meet both the required and preferred qualifications for the position.

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Learn more about this position and the Colorado State Forest Service: <https://csfs.colostate.edu/employment/>