

Assistant Director of Talent, Culture & HR

Position Summary

The Talent, Culture & HR team serves our greatest asset – our people. The Assistant Director plays a key role in leading onboarding initiatives, facilitating professional development opportunities, overseeing talent pipeline programs and coaching for performance while embedding principles of inclusion throughout all aspects of the work. This role helps support the retention and development of our employees while serving on a team tasked with a full spectrum of human resources duties.

Position Information

- **Position Title:** Assistant Director, Talent, Culture & HR
- **Organization Name:** Colorado State University Foundation
- **Department / Program:** Talent, Culture & HR
- **Employment Type:** Full-time
- **FLSA Status:** Exempt
- **Location:** Based in Fort Collins, CO with a hybrid schedule available
- **Salary Range:** \$65,000 – \$73,000 annually
- **For complete consideration:** please submit materials by end of day April 10, 2026.
- **Benefits:** Benefits include health, dental, vision and group life insurance, sick time, vacation leave, and opportunity to participate in 401(a) and 403(b) retirement plans.

Organizational Overview

Located in the beautiful town of Fort Collins, Colorado, Colorado State University is a premier land-grant institution with world-class programs in education, outreach, and research. CSU has a student body of over 34,000 students, 7,400 employees, 258,000 living alumni, and annual research expenditures exceeding \$498 million.

The Colorado State University Foundation is in the midst of exciting growth as the University Advancement division of CSU transitions to the Foundation. This merger will allow us to

more effectively serve our donors, alumni, and stakeholders with a more unified structure, strengthen accountability, and build the capacity to scale our fundraising enterprise. With one of the leading development teams in the country, we most recently achieved our highest fundraising year to date in 2025.

Essential Duties and Responsibilities

- Lead and revise onboarding programs and initiatives for newly hired or promoted employees
- Connect our staff with professional development opportunities, evaluate organizational gaps and create and facilitate programs to best prepare our employees to grow and succeed
- Identify and connect employees with learning resources within our community and industries
- Facilitate talent pipeline programs including our Mentorship Program, Emerging Leaders Program, and Intern Development Program.
- Coach individuals and teams toward more effective performance
- Assist with Human Resources functions of the team including recruiting, search support, employee engagement initiatives and compliance requirements.
- Maintain accurate records, reports, and documentation
- Provide support to students, faculty, staff, or stakeholders as required
- Participate in meetings, committees, and professional development activities as appropriate
- Perform other duties as assigned

Required Qualifications

- Bachelor's degree from an accredited university by hire date.
- Minimum of 3 years' experience in human resources, training and professional development and/or implementing employee programs and initiatives.
- Ability to work non-standard hours, including early mornings, evenings and weekends

Preferred Qualifications

- Experience working in a variety of human resources functions
- Proven track record of facilitating talent pipeline programs such as mentorship programs, leadership development programs, and/or internship programs.
- Experience working with Paylocity or other HCM systems
- Exceptional written and verbal communication skills
- Coaching experience and/or Gallup's Strengths Coaching certification
- SHRM-CP or PHR certification
- Proven ability to successfully identify organizational learning gaps and propose solutions
- Excellent organizational skills and an ability to successfully manage multiple complex projects from start to finish
- Ability to problem solve and adapt to rapidly changing situations
- Ability to work cross-functionally with unit leaders in a collaborative environment to identify and solve problems
- Proficiency in Microsoft Office

Please submit a resume and cover letter indicating your qualifications for this role to:

CSUF_hiring@mail.colostate.edu

CSUF is an Equal Opportunity Employer. Consistent with the Americans with Disabilities Act (ADA) it is our policy to provide reasonable accommodation when requested by a qualified applicant or employee with a disability unless such accommodation would cause undue hardship.