



COLORADO STATE UNIVERSITY RESEARCH FOUNDATION

REAL ESTATE SPECIALIST

Reports To: Associate Director, Real Estate Office

Location: CSURF Real Estate Office

Primary Role:

The Real Estate Specialist is responsible for professional level work related to real estate transactions including acquisitions, sales, easements, rights-of-way, access, permitting, project analysis, project management, and development planning for small to moderate-sized projects.

Essential Functions:

- Assist in acquisition, sale and development of real property.
- Site visits, coordinate program needs, represent the University and/or CSURF at meetings, closings and inspections.
- Process requests for easement, rights-of-way;
- Provide research, analysis of value; facilitate variance resolution.
- Coordinate permits, crossing agreements, coordinate construction and improvement projects.
- Initiate market, statistical and financial analysis/research related to potential real estate projects.
- Prepare and review documents for real property transactions, closing documents, and contracts.
- Work related to ground leases, telecommunication licensing and water rights administration.

Education

Undergraduate degree in business, real estate, or related field or five years professional level experience with similar real property transactions.

Experience

Minimum 3 years' experience executing a variety of real property transactions with primary responsibility for project analysis, contract negotiation, and due diligence review.

Skills/Abilities

- Excellent communication skills (written, oral, and listening)
- Ability to concurrently manage multiple, diverse projects
- Proven strong organizational and project management skills
- Ability to work smoothly and effectively with a broad range of constituents.
- Experience with office computer environment and software. Microsoft Office preferred.
- High degree of ethics, integrity, confidentiality and discretion
- Foster effective interpersonal relationships based on consideration, respect, and team work.
- Self- motivated with the ability to operate with a sense of urgency.

CSURF is a private, not-for-profit Colorado corporation, legally separate from Colorado State University, established to aid and assist the universities governed by the Board of Governors of the Colorado State University System in research and educational efforts.

Salary will be commensurate with experience and qualifications. Screening of applicants will begin immediately; CSURF is an equal opportunity employer.

To apply, please send cover letter, resume and list of at least three references via email to:

CSURF_Human_Resources@mail.colostate.edu

Or mail to:

CSURF /Human Resources
P.O Box 483
Fort Collins, CO 80522

No phone inquiries please. Applications will be considered until September 17, 2010.