

The office staff collects and provides information to our Trades Shops, Colorado College and the community about the buildings, grounds and assets of the college. We oversee the paperwork required to keep Colorado College safe, secure, well maintained and in compliance. We work closely with the Transportation department ensuring that our drivers are certified; issuing vehicle packets to individuals so that they may embark on academic, athletic, community service and student activity endeavors. We provide accounts payable functions so that our vendors and contractors are paid correctly and on time. Our team also provides administrative and clerical duties and assists with special projects as requested; collaborating with multiple departments on projects. We issue keys to buildings, manage the work order system and provide financial accounting for projects and maintenance.