

**DEPARTMENT OF HOUSING & DINING SERVICES**  
**RESIDENCE LIFE COORDINATOR FOR GUIDE**  
**(Gaining Understanding through Involvement, Diversity and Education)**  
**(Graduate Assistantship-Education)**

**Position Title**

**GUIDE Education Coordinator**

**General Description**

Directly supervise and evaluate five/six (5/6) paraprofessional staff members who will be responsible for working 15 hours per week providing programming, and training, in the areas of diversity/social justice for Residence Life staff and students.

**Primary Responsibilities**

- Hire, train, supervise and evaluate fifteen (15) paraprofessional staff members who will be responsible for working 15 hours per week providing programming in the areas of education, diversity and social justice and social and passive programming, and training, for Residence Life staff and students.
- Hire, train, supervise, and evaluate two (2) graphic artists who will be responsible for working 15 hours per week and providing marketing and advertising for residence hall programs and initiatives.
- Co-coordinate GUIDE paraprofessional staff selection process.
- Work with GUIDE staff to create and implement a plethora of educational programs/activities/events/trainings for residence hall students and staff.
- Participate in all aspects of the GUIDE grant fund process.
- Coordinate the on-line leadership survey to all incoming residence hall students.
- Assist Residence Life staff and students with on-going programming efforts.
- Work with GUIDE Education staff to create and implement educational programs and trainings for all residence hall students and staff.
- Oversee creation and distribution of bulletin boards.
- Work collaboratively with GUIDE paraprofessionals to create and implement large scale programs.

- Work collaboratively with GUIDE paraprofessionals to implement annual activities including do-it-yourself workshops, awareness days, monthly movies and educational craft nights.
- Serve as a liaison to the Career Center, Health Network, TILT Office, and the Residence Life Residence Education area.
- Serve as a liaison to the Residence Life Team.
- Maintain comprehensive reports, assessments, and evaluations for all responsibilities.
- Develop projects or duties which meet the personal interests and unique qualifications of the Graduate Assistant.
- Demonstrate a personal and professional commitment to diversity and social justice.
- Complete other duties and tasks as assigned.

#### **Desired Qualifications**

- Must be enrolled at Colorado State University as a graduate student during the period of their employment.
- Demonstrated personal and professional commitment to diversity and social justice.
- A diverse background to work well with a diverse student population.
- Excellent communication skills (oral and written).
- Excellent administrative skills.
- Ability to work well within a team context.
- Experience with program development and implementation
- Experience with residence hall environments.

#### **Selections Procedures**

Individuals will be chosen following regular graduate assistantship placement. Those interested in applying should submit a letter providing a vision of how you would be a positive addition to the Office of Residence Life and the GUIDE program. Applications should be submitted by February 9, 2012.

#### **Terms of Employment**

Hours per week: 25

Month per year: 11 months

Starting Date: July 1, 2012

Ending Date: May 31, 2013

Academic Load: Must have supervisor approval to enroll in more than 15 credit hours each semester. Must maintain a 3.000 cumulative grade point average. Should the graduate

assistant's semester/term grade point average fall below a 3.000, they will have one probationary semester to meet the minimum requirements. If the graduate assistant's semester/term GPA falls below 3.000 for two consecutive semesters, they will be released from their position. Graduate assistants whose cumulative GPA falls below a 3.000 will be released from their position, following one probationary semester.

The GUIDE Coordinator may not accept additional employment without prior approval of the Assistant Director of Residence Life.

**Remuneration**

Stipend: Determined by the Graduate School (for 25 hour assistantship)

Tuition: During the first 11 months of employment, full tuition is provided. After this time of employment, only the in-state portion of the graduate assistant's tuition will be covered.

**Office Location**

Palmer Center  
Housing and Dining Services  
Room 113

**Supervisor /Contact Information**

Shirley Portillos  
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