

**APARTMENT LIFE
FAMILY HOUSING & SINGLE STUDENT HOUSING
GRADUATE ASSISTANTSHIP**

Position Title

Manager/Program Coordinator

Associate Manager/Program Coordinator

General Description

- **Family Housing – Aggie Village or University Village**
12-month Live-in Manager for traditional and non-traditional students, couples with or without children, single-parent families, as well as single graduate and undergraduate students live in these apartments. Residents represent more than 80 nations.

- **Single Student Housing – Lory Apartments/International House**
12-month Live-in Manager for apartments with residents who are primarily single undergraduate students 23 years of age or older and single graduate students. Residents represent more than 80 nations.

Primary Responsibilities

Manager/Program Coordinator and Associate Manager Coordinator positions within each unique Apartment Life community share all responsibilities and duties.

- Cooperatively manage and evaluate all aspects of the Apartment operations
- Select, train and supervise a diverse live-in student staff.
- Coordinate educational, cultural, and social programs.
- Advise a Resident Advisory Programming Council.
- Manage a program budget.
- Develop a positive liaison relationship with all administrative and support staff.
- Managers must actively encourage appreciation of diversity, celebration of difference, and understanding and cooperation among residents.

Professional Competencies Offered

1. Ability to teach and model respect for shared community values, including establishing maintaining an inclusive community promoting civic education.
2. A willingness to engage in sustained dialogue in order to reach an understanding of the issue presented.
3. The ability to use sound, effective written and oral communication techniques and strategies within student affairs practice.
4. The ability to communicate in an inclusive manner.
5. Relate effectively to a wide range of people and appreciate individual difference, with cultural sensitivity.
6. Build rapport, show compassion, and understanding for others, and establish and maintain mutually satisfying relationships.
7. Supervise and train diverse student affairs staff, students, and/or professionals.
8. The ability to develop creative solutions to complex problems and see opportunities where others see obstacles.
9. The ability to engage in the process of change instead of defend against it.

10. Basic legal, contractual, and liability issues involved in college student affairs practice.
11. Cross-cultural and diversity related issues within the context of higher education.
12. Perform administration functions and services in selected student affairs.
13. Develop, implement, and evaluate educational and student service based programs
14. Formulate goals; implement strategies for achieving goals through efficient and effective use of resources and evaluation of goal attainment.
15. Meet deadlines and produce quality results.
16. Adherence to and value for personal and professional ethical standards through ethical practice.
17. Ability to work with others within a team context.
18. Ability to make appropriate modifications to behavior based on self-monitoring and constructive feedback.

Desired Qualifications

- Must be a graduate student currently enrolled at Colorado State University.
- Excellent communication skills (oral and written).
- Ability to work independently on projects.
- Ability to work well within a team atmosphere.
- A diverse background to work well with a diverse student population
- Experience with student organizations
- Experience with program development
- Experience with program and staff management
- Experience with Living Learning Community

Selections Procedure

Individuals will be chosen following regular graduate assistantship placement. Candidates visiting campus will have 2 interviews: one with the Director and Assistant Director of Apartment Life; the other with a panel of members of our area management teams.

Terms of Employment

Hours per week: 1st year 25; 2nd year 30

Months per year: 12 (2 year commitment)

Starting date: June 11, 2012

Ending date: June 30, 2013

More information: 40 days off per year with supervisor's approval

Remuneration

Stipend: \$1,712.50/month

Tuition: Full tuition waiver during the first year (in-state portion only after the first year)

More information: Rent-free apartment which includes, at no charge, utilities, basic telephone service, basic cable television service and internet connection.

Office Location

University Village – 1600 W. Plum St. Building 34

Aggie Village – 500 W. Prospect Rd. Building 24

International House/Lory Apartments – 1400 W. Elizabeth St.

Supervisor/ Contact Information

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Website

www.housing.colostate.edu/apartments