

**APARTMENT LIFE
CENTRAL PROGRAMMING AND STAFF DEVELOPMENT
GRADUATE ASSISTANTSHIP**

Position Title

Coordinator for Central Programming and Staff Development

General Description

In this 12-month live-out position, the Apartment Life Coordinator for Central Programming and Staff Development has a unique opportunity to work with culturally diverse living/learning communities including the following populations- undergraduates and graduates, single and partnered, families and children, and faculty and staff. Apartment Life residents are 60% international and represent over 80 countries.

Primary Responsibilities

- Co-coordinate training and staff development
- Development of centralized educational, cultural, social and intergenerational programming designed to complement the programmatic efforts of the live-in student staff of the three distinct Apartment Life communities
- The development and maintenance of strategic alliances for cooperative programming with Colorado State University and the Fort Collins Community
- Supervise the Central Programs team which is comprised of five student staff members.
 - Aggie Village Central Programmer
 - University Village Central Programmer
 - International House/Lory Apartments Central Programmer
 - Graphic Designer
 - Newsletter Coordinator

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
- Ability to work well with a culturally and intergenerationally diverse population
- Experience with student organizations
- Experience with cultural diversity
- Experience with event planning and program development
- Experience with staff management
- Experience with Living Learning Communities

Selections Procedure

Individuals will be chosen following regular graduate assistantship placement.

Terms of Employment

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

Months per year: 12 (renewable for a 2nd year)

Starting date: June 11, 2012

Ending date: June 30, 2013

More information:

- Some evening and weekend commitments
- 20 days off per year with supervisor's approval, plus university holidays

Remuneration

Stipend: \$1,712.50/month

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

Office Location: 203 Palmer Center

Supervisor/ Contact Information

Viviane Ephraimson-Abt

Assistant Director, Apartment Life

208 Palmer Center

Viviane.Ephraimson-Abt@ColoState.edu

970-491-4724

Website: www.housing.colostate.edu/apartments/Activities.htm