the Program Manager Graduate Assistantship (PMGA) is a dynamic position, providing professional development and hands-on experience in supervision, staff training and development, event coordination and professional development. The position offers the opportunity to gain a broad overview of the needs of students living off campus. It also provides direct experience with an emerging area of interest across the states and abroad – town/gown relations. Gain experience in cutting edge, nationally recognized town/gown initiatives developed by the office.

Office Overview

Off-Campus Life provides services and programs to meet the diverse needs of off-campus and commuter students and to assist students in successfully transitioning, integrating and engaging in the local community. Each year, about 78% of all students live off campus and about 90% of freshmen move off at the end of their first year. Off-Campus Life is an easy-going environment that emphasizes student development, collaboration, involvement and opportunity to gain professional and transferable skills while conveniently working in the hub of campus, the Lory Student Center. The office includes a welcoming commuter student lounge and is a place of constant energy and activity.

Services and programs include assisting students with finding rental housing (vacant, rentals to share, etc.); educating students about rights and responsibilities as well as local ordinances and standards; providing opportunities for building positive relationships among students and long-term residents; and offering prevention programming and resources for a successful off-campus living experience. The office works closely with CSU students, university staff, private landlords, property owners, neighborhood groups/residents, police officers, code enforcement officers, and other City staff.

Responsibilities

- Assist with programs that help educate students about their rights and responsibilities when living off campus (Community Welcome, Party Registration, Neighborhood and Campus Dialogues, Sophomore Transitions Program, and the annual Housing Fair and Fall Clean Up programs, etc.).
- Oversee daily operations of the front desk area, including scheduling.
- Assist with the coordination, recruitment, selection, training and development, supervision, and evaluation of student staff.
- Coordinate various office presentations (i.e. Moving Off Campus Jeopardy, Next Step, First-Time Homebuyers Class).
- Assist in evaluating all programs based on surveys and staff feedback to determine methods of improvement.
- Maintain a detailed list of all program responsibilities and assigning those tasks to student staff members.
Become familiar with local codes and ordinances that impact students and non-students living in the neighborhoods of Fort Collins.

Work within various programming budgets.
Contribute to the development/enhancement of office services, resources, and publications.
Become generally familiar with on- and off-campus resources and services for students living off campus.
Conduct research, as needed.
Stay current on university-city relations both at Colorado State University and other universities.
Other related projects assigned by the Director, Assistant Director and Administrative Assistant as appropriate.

**QUALIFICATIONS**
1. Admission to a graduate program at Colorado State University
2. Strong organization, administrative, and customer service skills
3. Experience with supervision
4. Self-motivated, detail and deadline oriented
5. Experience with event/program development and coordination
6. Desire to work with a variety of people in many different capacities
7. An interest in or experience with research and assessment
8. Basic skills as participant, organizer, and/or presenter in educational activities and programs
9. Experience with and/or interest in general budget management
10. Excellent communication and interpersonal skills

**OFFICE STAFF**
The office team includes approximately five student staff members, one full-time director, one Community Liaison (CL) Assistant Director shared between the City of Fort Collins and the University, and one full-time administrative assistant.

**TERMS OF EMPLOYMENT**
- **Hours per week:** Minimum 20 hours
- **Months per year:** 12 months.
- **Start Date:** As soon as possible
- **End Date:** 7/31/2014

**REMUNERATION**
- **Stipend:** $13 hourly rate
- **Tuition:** none

**CONTACT INFORMATION**
- **Name:** Nancy Rhodes, Administrative Assistant
- **Address:**
  - Off-Campus Life
  - Lory Student Center-Room 142
  - Colorado State University
  - Fort Collins, CO 80523
Phone: (970) 491-2248

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<th>SUBMISSION OF MATERIALS:</th>
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<tr>
<td>1. Cover letter addressing interest in and qualifications of the position.</td>
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<td>2. Current Resume</td>
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<td>3. Three references</td>
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Please submit information to: Nancy.Rhodes@colostate.edu