

## Off-Campus Life Commuter Student Program Assistant

LSC 274

**Job Title:** Commuter Student Program Assistant

**Job Classification:** Stu Coordinator

**Pay Rate:** \$12.69/hour

**Openings:** 1

**Hours:** Varies Monday-Friday (office is open 9:00am-5:00pm)

- Must be available for Winter 2021 Staff Training the week of January 10<sup>th</sup>

**Hours/Week:** 12 hours minimum (occasional evenings and weekends)

**Begin Date:** As soon as possible

**Application Submission Date:** Rolling

**Benefits:** Student benefit information can be found here: <https://hr.colostate.edu/current-employees/benefits/>

**Program Assistant Position Description:** The Commuter Student Program Assistant (CSPA) is responsible for supporting the commuter population at CSU, which we define as first-year students who are commuting to campus. The CSPA will support programming geared towards this population by managing organization within office programs and keeping track of key details such as room reservations, volunteer recruitment, ordering/maintaining supplies, printing and/or updating handouts, and assistance with special projects. Additionally, the CSPA will assist with developing new and innovative programming to support this program. The CSPA will also support overall office programming and functions.

### Program Assistant Duties and Responsibilities

- Write a monthly newsletter
- Customer Service
- Assess commuter students to determine their needs and challenges
- Coordinate commuter student RamWelcome events
- Communicate with commuter students about resources on campus (lockers, events, etc.)
- Room reservations for all events and meetings
- Order food for all events and meetings
- Recruit and organize volunteers for events
- Manage volunteers during large programs
- Request speakers for events
- Assist with maintenance of student staff manual
- Oversee and update office statistics
- Post to community and personal calendars
- Collect and analyze data post programs
- Special projects from professional staff members
- Other duties as assigned

### Off-Campus Life – All Student Staff Responsibilities:

Provide exceptional customer service and accurate information to students regarding office services and programs, renting in the Fort Collins community, city codes and ordinances, building neighborhood relations, and more.

- General front desk/reception duties, including but not limited to answering phones, keeping stats, greeting/assisting customers, etc.
- Providing exceptional customer service to walk-in and telephone customers by providing information regarding office services and programming, renting in Fort Collins, etc.
- Working knowledge and application of Party Registration program, Rental Search, etc.
- Facilitate/present various office programs (Roommate Roundups, etc.) and presentations (Orientations, OCL resources, etc.)
- Help create, plan, implement, and assess OCL large-scale programs
- All OCL staff are expected to work some evening and weekend commitments (includes Community Welcome – August; Fall Clean-up – November; Housing Fair – February; CSUnity – April)

### Minimum Qualifications:

- Be accepted for enrollment as a regular degree-seeking student at Colorado State University, carrying at least one credit per term during the academic year.
- Currently have a cumulative GPA of no less than 2.5.
- Be in good academic and disciplinary standing according to Colorado State University standards.
- Must be able to commit to the position for at least one year.
- Demonstrate exceptional customer service skills.
- Demonstrate the ability to work effectively both individually and on a team.
- Demonstrate effective communication and interpersonal skills.
- Experience working in a busy work environment that require you to multi-task.
- Possess a commitment to working with diverse populations, identities and experiences.
- Possess the desire to work with first-year students, transfer students and parents and family.
- Demonstrate excellent organizational skills with close attention to detail.

**Preferred Qualifications:**

- Knowledge of commuter student unique needs.
- Experience mentoring and/or supporting peers.
- Event planning experience.
- Knowledge of Off-Campus Life programs and events.
- Experience presenting in front of groups of varying sizes.
- Advanced writing skills.
- Creativity.
- A cumulative GPA of at least 3.0.

**How to Apply:**

Please submit the following information to Bri Colon, [Bri.Colon@colostate.edu](mailto:Bri.Colon@colostate.edu). Questions, please call Bri at (970) 491-2248. Work study and non-work study are welcome to apply.

Colorado State University may conduct background checks on all final candidates.

1. Current resume
2. Three (3) references (including emails and phone numbers)
3. Letter or email stating your interest and specific qualifications for the position
4. Fall 2021 semester class schedule (if obtained)
5. List of co-curricular commitments, anticipated internships, study abroad intentions, etc.

**Click here to learn more about why our staff love working at Off-Campus Life!**

<https://ocl.colostate.edu/about/employment/>