

## **Off-Campus Life Program Assistant**

LSC 274

**Job Title:** Web Developer & Program Assistant

**Job Classification:** Stu Coordinator

**Pay Rate:** \$16.33

**Openings:** 1

**Hours:** Varies Monday-Friday (office is open 8:00am-5:00pm)

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

**Begin Date:** As soon as possible

**Web Developer & Program Assistant Position Description:** The Web Developer & Program Assistant is responsible for computer programming in the development of several software projects including internal systems and customer facing products and for thinking creatively and innovatively about how the office can use new software systems. The SSDPA is also responsible for maintaining 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 assisting with website maintenance, including web advertising, and assistance with special projects.

### **Web Developer & Program Assistant Duties and Responsibilities:**

- Lead the development, testing, and troubleshooting of software projects
- Assist in updating and maintaining the Off-Campus Life and RamRide websites
- Brainstorm and implement new software projects for the office
- Room reservations for all events and meetings
- Manage Party Packs
- Order food for all events and meetings
- Update apartment complex list
- Recruit and organize volunteers for events
- Manage volunteers during large programs
- Request speakers for events
- Oversee and update office statistics
- Construct display cases
- Post to community and personal calendars
- Assist with maintenance of OCL website
- Assist with maintenance of student staff manual
- Update OCL calendar on website
- 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 able to attend spring 22 staff training happening in January 23.
- Currently pursuing, or have a strong interest in, computer science, applied computing technology, or related degree.
- 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.
- Working knowledge of at least one programming language (JAVA, C#, etc.).
- 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:**

- Experience with website development, including WordPress and Elementor
- 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 Justin Schwendeman-Curtis Questions, please call Justin at (970) 491-2248.

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 semester class schedule
5. List of co-curricular commitments, anticipated internships, study abroad intentions, etc.