

Off-Campus Life Program Assistant

LSC 274

Job Title: Program Assistant

Job Classification: Stu Coordinator

Pay Rate: \$9.50

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

Program Assistant Position Description: The Program Assistant is 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.

Program Assistant Duties and Responsibilities:

- 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
- Assist with RentalSearch web advertising
- 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 (Off-Campus Finding Gnorman, 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 – March; 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:

- 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 Lindsay Mason, Lindsay.Mason@colostate.edu. Questions, please call Lindsay 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. Spring semester class schedule
5. List of co-curricular commitments, anticipated internships, study abroad intentions, etc.