Area: Palmer Center & Assigned Area Partnership

Position Description: A CRS is responsible for helping to create centralized resources, staff selection, training, and program support. This can include educational, cultural, social, and intergenerational programs and resources. These initiatives are designed to complement the efforts of live-in residential staff of the three distinct Apartment Life communities. They must be creative, able to work in small or large groups, be self-starters, social, and flexible. Organization and strong interpersonal skills are very important.

Population: Apartment Areas as assigned, All of Apartment Life

General Responsibilities:
1. Meetings and Trainings:
   - Attend weekly AL Central Programs staff meetings and take minutes
   - Attend regular contact meeting with AL Central Programs Coordinator
   - Organize staff selection, staff training, and staff development activities
   - Participate in all staff training sessions, retreats, and workshops during the summer and throughout the year
   - Attend and participate in all FACs hosted by AL Central Programs
   - Attend and participate in weekly area staff meetings and update area staff on Apartment Life and CSU campus-wide initiatives and information
   - Attend monthly contact meetings with area manager(s)
   - Attend additional trainings upon request of AL Central Programs Coordinator

2. Community Programs:
   - CRS assist area staff with area programs
   - CRS support area staff by providing resources, posting area program information on area FB page
   - CRS participate in the leadership of FAC under the guidance of AL Central Programs Coordinator
   - Staff a variety of Apartment Life and CSU initiatives including passive and active programs, events, staff selection, and staff training
   - CRS co-lead large programs and committees as assigned by AL Central Programs Coordinator
   - CRS create and co-lead passive programs (bulletin boards) for Apartment Life residents
   - Complete an evaluation for projects and programs that CRS co-lead and assist, listing contacts as well as recommendations. A program file must also be created in conjunction with the evaluations.

3. Communication with Residents, Staff, and Supervisors:
   - Develop and maintain a positive and supportive working relationship with all staff
   - Serve as a liaison between the Apartment Life village areas (Aggie Village, University Village, or International House/1500 Apartments) and the Apartment Life Central.
   - Participate in an annual performance evaluation
4. Administrative Responsibilities:
   - CRS are responsible for weekly upkeep of their area events and submit weekly updates of their areas to AL Central Programs Coordinator
   - Contribute to the Apartment Life Monthly Newsletter (Keeping in Touch)
   - Contribute to the Apartment Life Staff Newsletter (AL Star Chronicles)
   - Submit bi-yearly (Fall and Spring) reports to the AL Central Programs Coordinator by the end of Fall and Spring (follow CSU academic calendar)
   - Staff the resource room located at the Durrell Center during university breaks
   - Contribute to the maintenance of the CP resource room
   - Organize and update transition binder
   - Other duties as assigned

Qualifications
   - Eligible to work in the U.S.
   - Must be eligible for student employment at Colorado State University and be enrolled in courses as a matriculating student
   - Skills in planning, time management (project management), organizing, recruiting volunteers, and implementing community programs
   - Relate well with people of different cultural backgrounds
   - Ability to work independently, proactively and take initiative
   - Previous experience in marketing programs, and graphic design highly desired

Eligibility and Compensation:
   - CRS are University employees and must abide by all University policies including the Student Rights and Responsibilities Code.
   - CRS is expected to work an average of 15 hours a week which includes time in the office and time in their areas. Schedules will vary and CRS must be willing to work some nights and weekends.
   - CRS must inform Supervisors of other employment and/or educational commitments or any change in their availability.
   - CRSs are covered by worker compensation in case of work related injury
   - Must satisfy a background check

Contractual Agreement:
   - The position is a one year contract. The annual contract begins in July and ends in May or July of the following year. Renewal of the contract is based on performance and at the discretion of the Supervisors.
   - The state of Colorado has an at will employment policy. This appointment may be revoked by the University at any time and for any reason.
   - During the year a CRS may take no more than 20 days (4 weeks). All absences must be approved in advance of any travel arrangements. Supervisor’s approval is subject to deadlines and staff availability.
   - When taking an absence day, staff are responsible for finding another staff member to cover their duties