**Area:** Aggie Village, University Village

**Position Description:** The primary responsibility of the CPC is to develop a sense of pride and healthy environment in our community. CPC strives to create a community spirit which enhances a student’s academic, developmental and interpersonal life. CPC is highly committed to the enhancement and the aesthetics of our community, environment and programs. CPC is responsible for programs mainly related to the Garden Club and the Flower Beds and patio enhancement.

**Population:** All area residents

**General Responsibilities:**

1. **Meetings and Trainings:**
   - Participate in all weekly staff meetings and other meetings as designated by Supervisors
   - Participate in a monthly one on one meetings and prepare a monthly or bi-weekly report
   - Participate in all staff training sessions, retreats, and workshops during the summer and throughout the year
   - Attend additional trainings upon request of Supervisors

2. **Community Pride Responsibilities:**
   - Coordinate the success of the Community Pride and Village Common Areas.
   - Clean, weed, and prepare the garden plots for all incoming residents
   - Assist residents with Community Pride needs (mulch, pruning, planting, etc.)
   - Maintain equipment inventory for the area office and for Community Coordinators
   - Conduct bi-weekly walk through of each courtyard
   - Work with Manager to develop incentive and educational programs for residents to participate in Community Pride
   - Maintain openness to completing other assignments where requested or needed

3. **Communication with Residents, Staff and Supervisors:**
   - Develop and maintain a positive and supportive working relationship with all staff
   - Check mail box daily in area office for correspondence
   - Participate in an annual performance evaluation
   - Interact with residents frequently and cultivate active resident involvement
   - Be visible and available to residents
   - Approach residents on policy violations and report to Supervisors

4. **Community Programs:**
   - Plan and coordinate related area wide programs (Cleanup Day, Harvest Festival, etc.)
   - Meet minimum programming requirements as determined by Supervisors
   - Assist Central Programs in at least one committee and one event per year

5. **Administrative Responsibilities:**
   - Be knowledgeable of, and support, Housing and University policies and respond to any policy violation.
   - Complete monthly report outlining fulfillment of job duties
   - Maintain current email list for Garden Club Members
   - Maintain at least one contact per month with each resident in area
   - Contribute to a monthly newsletter and area page as defined by Supervisors
   - Other duties as assigned
6. Duty Responsibilities:
   • One staff member is on duty for each area (Aggie Village, International House & 1500, and University Village) to handle after-hour concerns
     – Monday-Friday: A staff member is on duty from the time the area office closes until the time the area office reopens in the morning
     – Saturday-Sunday: A staff member is on duty 24/7, regardless of when their area office opens or closes
   • Staff on duty must keep the duty phone with them at all times and may not leave their area while on duty
   • Duty may include: addressing resident needs, resolving safety concerns, responding to emergencies, and other duties as necessary
   • Duty include: touring your area at the time and routes instructed by your area supervisor.
   • Duty is shared by all resident staff as scheduled by Supervisors

Minimum Qualifications
   • Maintain eligibility 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
   • Maintain eligibility to live in Apartment Life (including CSU Student, Faculty, Staff, Spouse or Partner of CSU affiliated resident)

Preferred Qualifications
   • Skills in planning, organizing, recruiting volunteers, and implementing community programs
   • Relate well with people of different cultural backgrounds
   • Ability to work independently, in team setting, and taking initiative

Eligibility and Compensation:
   • CPC contact information will be public to our residents and administrative staff.
   • CPCs are University employees and must abide by all University policies including the Student Rights and Responsibilities Code.
   • The CPC is paid hourly at the current rate for the paraprofessional staff and should not exceed 12-15 hours per week during the academic year. During the summer the work can exceed 15 hours per week.
   • CPCs must live in an apartment in their designated area
   • CPCs must inform management of other employment and/or educational commitments or any change in their availability.
   • An additional $50-$100 is given for scheduled after hour duty during University holidays
   • CPCs are covered by worker compensation in case of work related injury

Contractual Agreement:
   • The position is a one year contract. The annual contract begins in June 1st and ends in May 31st of the following year. Starting or ending date of the contract may be adjusted every year as needed and at the Director discretion. 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 CPC may take no more than 20 days (4 weeks), plus university holidays, of unpaid time off. 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 must inform their supervisor in writing and find another staff member to cover their duties