Areas: Aggie Village, Aggie Family, International House & 1500, University Village

Position Description: The primary responsibility of the MA is to assist Supervisors with administrative and community development tasks and contribute to area-wide community development.

Population: MAs serve the entire area where they are hired (Aggie Village, Aggie Family, International House & 1500, or University). Residents may include: single traditional and non-traditional undergraduate students, graduate students, families with or without children, single parents, domestic students, international students, visiting scientists, post doctorate, faculty, and staff.

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. Communication with Residents, Staff, and Supervisors:
   - Develop and maintain a positive and supportive working relationship with all staff
   - Upkeep and utilize an email list for all area staff & residents
   - Check your email, voice mail, and mail box on daily bases
   - Participate in an annual performance evaluation
   - When applicable, develop rapport with and be familiar with residents
   - Be visible and available to residents
   - Approach residents on policy violations and report to Area Supervisors

3. Administrative Responsibilities:
   - Manage the content, publishing, and distribution to staff of the weekly or biweekly calendar
   - Maintain area bulletin board(s)
   - Maintain the Area face book page
   - Take minutes at staff meetings and send electronically to all staff and Supervisors within 2 days of the staff meeting
   - Schedule and keep office hours each week
   - Attend and assist staff with large programs
   - Other duties as assigned

4. Duty Responsibilities:
   - One staff member is on duty for each area (Aggie Village, Aggie Family, 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.

Updated 12/15/15
Duty is shared by all resident staff as scheduled by Supervisors

5. **Community Programs**:
   - Meet minimum programming requirements as determined by Supervisors
   - At the discretion of Supervisors, assist Central Programs in at least one committee and one event per year

**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**
- Relate well with people of different cultural backgrounds
- Attention to detail and creativity
- Ability to work independently, in a team setting, and taking initiative.

**Terms, Eligibility, and Compensation:**
- MA contact information will be public to residents and administrative staff
- MAs are University employees and must abide by all University policies including the Student Conduct Code
- The MA position is an hourly position, and requires approximately 5-15 hours per week
- MAs must live in an apartment in their designated area
- MAs are paid biweekly, according to CSU’s pay scale
- MAs are covered by worker compensation in case of work-related injury

**Contractual Agreement:**
- The position is a one year contract. The annual contract begins on June 1\textsuperscript{st} and ends on May 31\textsuperscript{st} 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 MA 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