**Area:** Aggie Family, University Village

**Position Description:** The primary responsibility of the SPC is to support the spouses and partners of Aggie Family and University Village residents through programming to meet this group’s specific needs. The SPC will work with resident staff and outside organizations to provide excellent services to the spouses and partners living in Aggie Village.

**Population:** Spouse and Partners in the Aggie Family and University Village Apartments

**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 report
   - Participate in all staff training sessions, retreats, and workshops during the summer and throughout the year
   - Attend additional in service trainings upon request of Supervisors

2. **Community Programs:**
   - Develop a semester-long programming plan prior to each semester
   - Plan, implement, make reservations, advertise, and evaluate a variety of spouse and partner programs based on resident needs and interest
   - Complete minimum number of programs required, as established by Supervisors
   - Identify and utilize area, campus, and community resources in programming
   - Post and advertise ongoing and one-time spouse and partner programs in the village weekly calendar
   - Contribute to large programs as assigned by the Supervisors
   - Assist Central Programs with at least one committee and one event per year

3. **Communication with Residents, Staff, and Supervisors:**
   - Develop and maintain a positive and supportive working relationship with all staff
   - Upkeep and utilize an email list and contact information for spouses and partners in the village
   - Check your email, voice mail, and mail box on daily bases
   - Participate in an annual performance evaluation
   - Encourage resident participation in the planning and implementation of programs
   - Develop rapport with and be familiar with residents’ names
   - Be visible and available to residents
   - Approach residents on policy violations and report to Supervisors

4. **Administrative Responsibilities:**
   - Be knowledgeable and supportive of Apartment Life and Housing and University policies and respond to any policy violations
   - Complete and submit a monthly report to the Supervisors
   - Contribute to the Apartment Life Monthly Newsletter and the area weekly or biweekly calendar
   - Document and report all incidents during programs
   - Other duties as assigned

5. **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.
- 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

**Terms, Eligibility and Compensation:**
- SPC contact information will be public to our residents and administrative staff
- SPC are University employees and must abide by all University policies including the Student Rights and Responsibilities Code
- The SPC position requires at least 12-15 hours per week
  - Live in position hours are not easily reduced to specific duties, as the working hours may vary depending on programs, training, incidents, and resident interactions
- SPC must inform Supervisors of other employment and/or educational commitments or any change in their availability
- Compensation consists of:
  - *Aggie Family:* A rent-free two bedroom apartment
  - *University Village:* A two bedroom apartment, with rent compensated up to the cost of a two-bedroom apartment at 1500
- Apartment will be in a location designated by Supervisors for the employment period
- An additional $50-$100 is given for scheduled duty during University holidays
- SPC is 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 1st and ends on 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, staff may take up to 40 days of absence from their duties. Staff are not paid for any unused days of absence.
- One absence day is counted for each night spent away from the apartment or for missing a critical responsibility, such as staff meeting, training, committee meeting, or major programs
- When taking an absence day, staff must inform their supervisor in writing and find another staff member to cover their duties