



HOUSING & DINING SERVICES
 COLORADO STATE UNIVERSITY

POSITION:	Family Programs Coordinator (FPC)
DEPARTMENT DESCRIPTION:	University Housing is an office within the Department of Housing & Dining Services that supports CSU’s Principles of Community: Inclusion, Integrity, Respect, Service, and Social Justice. University Housing strives to create vibrant and inclusive communities throughout students’ on campus housing experience which enhance learning, personal and social growth, and global engagement. Our goal is to provide staff with inclusive environments that foster holistic professional development and opportunities to work with students, campus partners, and guests in a variety of areas in their lives. We aim to develop learning communities where residents can thrive and be retained as successful students. Staff are expected to uphold our values of customer first service, commitment to students and staff, integrity, respect and teamwork, inclusiveness and diversity, innovation, and stewardship.
POSITION SUMMARY:	The Family Programs Coordinator (FPC) is a live-in, paraprofessional staff member in University Housing – Apartments, Housing & Dining Services, which supports CSU’s Principles of Community: Inclusion, Integrity, Respect, Service, and Social Justice. The FPC assists in supporting the University Housing Mission: “We strive to create vibrant and inclusive communities throughout students’ on campus housing experience which enhance learning, personal and social growth, and global engagement.” FPCs do this by building a community in their assigned area, with a special focus on partners/spouses, children, and other live-in residents who are not the primary resident of an apartment unit. FPCs will provide intentional programming throughout the year to support spouses, partners, and children, and help residents build connections with their neighbors and the broader CSU and Fort Collins communities. The FPC position is a 15 hour per week position. FPCs may fulfill additional hours during training periods and depending on the time of the year. FPCs serve in an on-call duty rotation.
RESPONSIBILITIES:	<p><i>Community Building and Resident Support</i></p> <ul style="list-style-type: none"> • Initiate, develop, and maintain positive and supportive relationships with all area residents and staff members; develop rapport with spouses, partners, and children of the assigned community on a first-name basis • Create and manage the development of a semester program plan for apartment area youth, spouses, and partners • Greet each new spouse, partner, and child in the assigned apartment area • Support spouses, partners, and children as they transition out of the apartment community • Be present in the community during various times throughout the week and weekend; visit with area residents and engage as an active community member on a consistent and intentional basis • Utilize robust knowledge of spouse, partner, and children needs and interests to develop community-wide programs as directed by supervisor • Meet regularly and consistently with spouses, partners, and children per area/department/supervisor/individual needs and expectations • Initiate intentional and thoughtful interactions with residents to build one-on-one relationships within the community • Address conflicts related to spouses, partners, and children, and refer to supervisor and/or campus/community resources as required by the resident and situational needs • Support a sense of pride in the community by enforcing apartment policies • Bring spouse, partner, and children’s issues to supervisor in a timely manner, and follow



up per supervisor expectations

- Apply CSU Principles of Community to programs and resident interactions
- Support maintenance of a clean and welcoming community by submitting timely work orders for area concerns, following up with residents who violate apartment policies, and collaborating with colleagues, supervisors, and maintenance staff to upkeep communal areas
- Complete and submit to supervisors an electronic bi-weekly report regarding resident issues, concerns, and updates; area maintenance needs; staff issues and updates; program successes and updates; and miscellaneous work-related updates

Training and Staffing

- Assist with staff selection, staff training, and staff development activities to support the hiring and development of successful candidates
- Participate in all staff training sessions, retreats, and workshops during the summer, winter, and throughout the year

Policy and Procedure Enforcement

- Complete incident reports for all spouses, partners, and children who violate University Housing, CSU, state, and local policies and procedures
- Enforce University and departmental policies and procedures with spouses, partners, and children to ensure health and safety of all residents and the apartment community
- Serve on-call and on-duty to address community concerns, following all policies related to assisting residents and community members in the apartment areas as outlined by University Housing and CSU
 - This includes, but is not limited to, assisting residents with lockouts throughout the night, addressing noise violations and roommate/community conflicts, and checking residents into their apartments
 - While serving on-call, may be asked to provide Front Office coverage in the absence of available Office Assistants
- Write and submit work orders on facilities and other issues/concerns within the community
- As a Campus Security Authority (CSA), FPCs are required to report all information regarding alleged crimes that are reported to them in good faith by others, as well as information of alleged crimes that they personally witness. *More information on the roles of CSAs available [here](#).*
- Respond to student behavior which involves incidents of bias based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy, in accordance with CSU's Non-Discrimination Policy, available [here](#).
- Uphold CSU's Title IX "Responsible Employee" responsibilities, which include reporting all incidents of sexual harassment, sexual misconduct, relationship violence, stalking, and retaliation through supervisors, per CSU's policy, available [here](#).
- As a Mandatory Reporter, FPCs must report all incidents of actual or suspected child abuse or neglect.



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	<p><i>Programs/Events (based on residential population in respective apartment community)</i></p> <ul style="list-style-type: none"> • Lead, develop, and assess programs created for spouses, partners, and children in each apartment area, under the leadership of the Resident Manager/Assistant Resident Manager • Implement and provide support for large-scale traditional apartment programs and events, such as (but not limited to) the Multicultural Carnival, World Fest, or International Women’s Welcome • Collaborate with University Housing Outreach and Projects to outreach to Fort Collins community for childcare, volunteer opportunities, community involvement, welcoming residents to the community, and partnering with local schools <p><i>Administrative Responsibilities</i></p> <ul style="list-style-type: none"> • Attend and participate in weekly apartment area staff meetings • Attend weekly or bi-weekly contact meetings with supervisors, based on community needs and supervisor expectations • Maintain open lines of communication with supervisors, Community Coordinators, and area office staff • Utilize phone, email, and in-person communication with managers to communicate area updates, successes, and concerns • Participate in an annual performance evaluation • Participate in area committees and collateral assignments, and attend all related meetings as assigned by supervisor • Submit monthly reports regarding apartment area events, programs, and resident interactions along with a bi-yearly report • Develop and distribute weekly and monthly area newsletter, through collaboration with staff peers and supervisor • Be available in the community during high-volume check-ins (prior to the start of the Fall and Spring semesters) and check-outs (after the conclusion of the Fall and Spring semesters) • Fulfill other duties as assigned
<p>JOB QUALIFICATIONS:</p>	<p><i>Required Qualifications:</i></p> <ol style="list-style-type: none"> 1. Hold good academic standing with the University, if enrolled as a student. A 3.0 GPA or higher is required for all graduate students, and a 2.0 for all undergraduate students. 2. Maintain eligibility to work in the United States and live in an on-campus apartment, if applying as a non-student 3. Available to attend weekly staff meetings on Tuesdays from 6:30pm – 8:30pm, including during break periods. 4. No current or pending student conduct incidents (prior incidents are not a disqualification, but all prior cases must be closed by time of hire) 5. Maintain 6 or more credit hours as an undergraduate or 5 or more credit hours as a graduate per semester of employment at Colorado State University 6. Experience working with children or families <p><i>Preferred Qualifications:</i></p> <ol style="list-style-type: none"> 1. Demonstrated ability to relate with people of different cultural backgrounds



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	<ol style="list-style-type: none"> 2. 2.5 GPA (undergraduate)/3.5 GPA preferred (graduate) 3. Current resident of University Housing apartment communities 4. Current or past RA, ICA, CC, or FPC experience
<p>CONDITIONS OF EMPLOYMENT:</p>	<ol style="list-style-type: none"> 1. Consent to, and participate in, a background check <ol style="list-style-type: none"> a. Must be 18 years of age or older at the time of hire and background check 2. Participate in a review of conduct records at Colorado State University prior to and throughout employment 3. Enrolled at CSU and making progress toward their degree during their period of employment 4. Expected and required to attend all training sessions, typically held in August prior to the fall semester, in January prior to the spring semester, and on the first Tuesday of each month during staff meeting times 5. Commit to one full calendar year (considered Fall, Spring, and Summer term consecutively) in the position <ol style="list-style-type: none"> a. Staff are not guaranteed a position at the close of the employment period b. To be considered for another year, staff must apply as a returner; evaluations and overall performance will be considered before staff are re-hired 6. First semester FPCs may not student teach or hold internships. After the first semester, experiences which will take the FPC away from their community for significant time blocks are discouraged, and must be approved by the Residence Director before they are accepted 7. Work 15-20 hours per week, in addition to on-call duty shifts. The FPC job requires both regularly scheduled responsibilities (such as staff meetings and supervisory meetings), and times staff is available and accessible to community residents. FPC work time should be planned in consultation with the supervisor and the FPC should be accessible to residents for informal contact, especially during high activity times (typically 4:00 p.m. to midnight) 8. Eligible to work in the United States. FPCs are responsible for ensuring their eligibility to fulfill their role while remaining in compliance with all University, State, and Federal work regulations 9. The State of Colorado has an at-will employment policy. This position may be revoked by the University at any time and for any reason 10. FPCs are University employees and must abide by all University policies, including University Housing policies and the Student Code of Conduct 11. Must have access to a CSU email address (@rams.colostate.edu or @colostate.edu), to be used for all job responsibilities. Affiliates can contact University Housing to obtain an account.
<p>REMUNERATION:</p>	<ul style="list-style-type: none"> ▪ One apartment (two-bedroom) within the assigned community, which is available to FPCs beginning the last weekend of July, until the last week of July the following year ▪ FPCs who serve on-call/on-duty on University-sanctioned holidays receive an hourly rate of the current minimum wage. ▪ Remuneration may impact the amount of financial aid you receive. To learn more about possible impacts, it is the employee’s responsibility to contact the Office of Financial Aid to understand your specific circumstances.
<p>DATES OF EMPLOYMENT:</p>	<p>July 31st, 2023 – July 31st, 2024</p> <p>By applying for this position, I understand that, if hired in Aggie Family, International House, or University Village, I would be expected to fulfill a 12-month agreement, from July 31st, 2023–July 31st, 2024, if hired in Aggie Village, I would be expected to fulfill a 9.5-month agreement, from July 31st, 2023 – May 13th, 2024, with the option to extend through the 2024 Summer term.</p>



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BENEFITS:	FPCs receive 40 days of leave during the 12-month employment period; FPCs must use these days for any days they are away and unavailable to perform the duties of their job. Leave is intended to allow staff time away from campus during their 12-month term of employment. It is not intended for the purpose of allowing staff to miss staff meetings, required trainings, required Continuing Education sessions, or other events requiring your attendance throughout the year. <ul style="list-style-type: none">○ Staff will not receive pay for any unused days at the close of their employment period
NUMBER OF VACANCIES:	3 total positions across campus
TO APPLY:	Please apply online at https://colostate.erezlife.com
INCLUSION STATEMENT:	CSU is an EO/EA/AA employer.
BACKGROUND CHECK STATEMENT:	Colorado State University conducts background checks on all final candidates, and all applicants must be 18 or older at time of hire and background check to be considered for a position.