



## HOUSING & DINING SERVICES

COLORADO STATE UNIVERSITY

<b>POSITION:</b>	Assistant Resident Manager (ARM)
<b>DEPARTMENT DESCRIPTION:</b>	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.
<b>POSITION SUMMARY:</b>	The Assistant Resident Manager (ARM) position, designed to be a two-year experience, is responsible for assisting in creating a dynamic housing experience that enhances personal growth and global engagement within one apartment area, with support for on-campus experiences in all residence halls and apartments. This requires coordination of paraprofessional staff, community leaders, and leadership of staff to achieve the goals and objectives of University Housing. The Assistant Resident Manager, as an administrative official of the University and a member of the University Housing full-time and graduate staff, is expected to develop the skills required in the position and to integrate them with an understanding of student development theory and social awareness issues to support a dynamic community of 1,500: international and domestic residents; graduate and undergraduate students with families; single and partnered graduate and undergraduate students; visiting scholars; upper-division undergraduate students; and post-doctoral fellows. In addition, the ARM must understand and accept the responsibilities that come with being a role model for residents and staff. Finally, the ARM will act with guidance and direction from the direct supervisor, the Resident Manager (RM), in the coordination, supervision, and administration of the apartment area/complex.
<b>RESPONSIBILITIES:</b>	<p><i>Supervision</i></p> <ul style="list-style-type: none"><li>A. Assist with recruiting, selecting, training, supervising, and evaluating staff members</li><li>B. Participate in facilities planning and management team meetings for the area</li><li>C. Attend and help facilitate staff meetings and individual contact meetings with staff</li><li>D. Attend programs and provide feedback for staff as requested on programming and community development</li><li>E. Develop positive relationships with staff, set expectations of staff, and hold staff members accountable to expectations</li><li>F. Provide functional supervision to the Office Manager as directed by the Resident Manager and departmental needs</li></ul> <p><i>Leadership &amp; Community Development</i></p> <ul style="list-style-type: none"><li>A. Provide leadership, supervision, and support for the implementation of the Curricular Approach, Live &amp; Learn. Provide vision and direction to area staff regarding spouse, partner, youth, and family programming<ul style="list-style-type: none"><li>o Attend, participate in, and support planning of all Friday Afternoon Clubs, if applicable to your area</li><li>o In collaboration with the Resident Manager, provide leadership and vision for large-scale apartment area programs throughout the calendar year</li></ul></li></ul>

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	<ul style="list-style-type: none"><li>○ Lead evaluation and assessment of large- and small-scale programming, and utilize assessment data for future programming efforts</li><li>○ Attend and evaluate after-hours staff programs to provide programming feedback to area staff</li></ul> <p>B. Participate in regular and consistent one-on-one contact meetings with area staff</p> <p>C. Facilitate additional trainings for staff as needed and required by University Housing</p> <p>D. Serve as a resource by developing relationships with residents and providing support related to transitions, concerns, and achievements</p> <p>E. Meet with area residents to address interpersonal conflicts within the community and connect residents to campus and community resources, per departmental need</p> <p>F. Perform on-call duty as designated, serving as a direct resource to student staff on-call, and as a liaison to full-time staff in University Housing.</p> <p>G. Promote a sense of pride in the apartment community by serving as a positive example of community engagement, upholding apartment policies and expectations, and engaging with residents and staff to build community</p> <p>H. Collaborate with University Housing Outreach staff to build campus and community partnerships that will offer needed support to residents, especially pertaining to youth, spouses, partners, and families</p> <p>I. Advise student group as advised by supervisor</p> <p><i>Student Conduct</i></p> <p>A. Respond to and document area incidents regarding policy violations</p> <p>B. Meet with residents who may have violated University and/or University Housing policies</p> <p>C. Track frequency of incidents and common area concerns</p> <p><i>Diversity &amp; Inclusion</i></p> <p>A. Lead by example to demonstrate the CSU Principles of Community in your day-to-day work and interactions with residents and staff</p> <p>B. Provide ongoing professional development for staff in the area of inclusion, while partnering with University Housing and community resources to address related area needs</p> <p>C. Partner with student diversity offices and the Office of International Programs to provide additional awareness and training for the various campus populations</p> <p>D. Actively encourage appreciation of diversity, inclusion, celebration of difference, and understanding and cooperation among residents</p> <p>E. Continue to learn about diversity, equity, social justice and inclusion</p> <p>F. Respond to, address, and report bias related incidents in the community should they arise</p> <p>G. Serve as a Responsible Employee, responding to any and all incidents of Title IX violations within the community per University Housing, CSU, and Federal guidelines</p> <p><i>Professional and Personal Development</i></p> <p>A. Take responsibility for ongoing growth in all parts of the position.</p> <p>B. Participate in University Housing professional development sessions</p>
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	<p>C. Establish positive working relationships with other departmental staff and university service staffs as needed.</p> <p>D. Participate in committees, work groups, task forces, collaterals, as assigned by the department</p> <p><i>Administration</i></p> <p>A. Share responsibilities as requested with the RM related to administrative duties of the apartment community, such as e-mail responses, meeting with residents, participating in Management Team and Staff Meetings, with supervision and direction from the RM</p> <p>B. Enforce, abide by, and be aware of University Housing, Housing and Dining Services, Colorado State University, Fort Collins, &amp; the state of Colorado laws, policies, and procedures</p> <p>C. Actively participate in required area trainings, in-services, and all departmental meetings</p> <p>D. Assist in preparing a transition report prior to graduating from the SAHE program</p> <p>E. Be available to area residents via office hours, e-mail, and phone</p> <p>F. Participate in area walk through as needed and requested by Resident Manager and/or University Housing staff</p> <p>G. Create partnerships and positive working relationships with apartment area office staff, campus, community, and apartment area stakeholders</p> <p>H. Participate in area budget management</p> <p>I. Other duties as assigned by Resident Manager and University Housing to meet the needs of University Housing – Apartments residents and communities</p>
<b>JOB QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• Excellent communication skills (oral and written)</li><li>• Experience serving as a supervisor, advisor, or work leader for student staff, student organizations, or in a comparable leadership capacity</li><li>• Ability to work well independently on projects and within a team atmosphere</li><li>• Experience and/or interest in working with international and domestic staff and residents</li><li>• Experience with student development, student organizations and/or leadership programs, program development &amp; management</li><li>• Hold good academic standing with the University (3.0 graduate GPA or higher)</li><li>• Demonstrated ability to relate with people of different cultural backgrounds</li></ul>
<b>CONDITIONS OF EMPLOYMENT:</b>	<p><i>Enrollment and Eligibility</i></p> <ul style="list-style-type: none"><li>• Assistant Resident Managers must be enrolled at Colorado State University as a graduate student during the period of employment.</li><li>• Must participate in and successfully complete a background investigation through HireRight, administered by Colorado State University<ul style="list-style-type: none"><li>○ Must be 18 years of age or older at the time of hire to complete background investigation</li></ul></li><li>• Eligible to work in the United States. ARMs are responsible for ensuring their eligibility to fulfill their role while remaining in compliance with all University, State, and Federal work regulations</li><li>• 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</li></ul>

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	<ul style="list-style-type: none"><li>• ARMs are University employees and must abide by all University policies, including University Housing policies and the Student Code of Conduct</li></ul> <p><i>Period of Employment</i></p> <ul style="list-style-type: none"><li>• A twelve-month period beginning with the onset of fall orientation. Assistant Resident Managers may not accept additional employment without prior supervisory approval.</li></ul> <p><i>Academic Load</i></p> <ul style="list-style-type: none"><li>• Enrollment in 9-13 credit hours per semester. Enrolling in credits above the graduate student full-time enrollment must have supervisor approval.</li><li>• Assistant Resident Managers are expected to appropriately balance their academic, assistantship, and personal commitments. Assistant Resident Managers must have supervisor approval to enroll in more than 13 credit hours each semester.</li><li>• Must maintain a 3.0 cumulative grade point average. Assistant Resident Managers whose semester/term grade point average falls below a 3.0 may not retain their position, per the Graduate School.</li><li>• Assistant Resident Managers must gain supervisory approval for all practicum experiences and additional work.</li></ul> <p><i>Time Commitment</i></p> <ul style="list-style-type: none"><li>• 20-25 hour per week assistantship, which does not include hours spent on call throughout the semester</li><li>• ARMs need to manage their schedule to be available to staff and students</li><li>• Some specific time requirements include:<ul style="list-style-type: none"><li>○ Tuesday evening staff meetings from 6:00-8:00pm (anticipated)</li><li>○ Special weekend and evening campus events that require staff support</li></ul></li><li>• In addition to specific time requirements, part of the Assistant Resident Manager's time is spent "on call." The Assistant Resident Manager is responsible for ensuring duty coverage on campus during both the Fall and Spring Break weeks.</li></ul> <p><i>Time Off</i></p> <ul style="list-style-type: none"><li>• The Assistant Resident Manager is expected to set aside an adequate amount of time to devote to their academic program and personal needs and interests. Schedules should be made to allow Assistant Residence Directors a minimum of one weekend off per month.</li><li>• The ARM time away policy should be referenced for more details on expectations</li></ul>
<b>REMUNERATION:</b>	<ul style="list-style-type: none"><li>• For the employment period, graduate students receive:<ul style="list-style-type: none"><li>○ An apartment in the assigned community</li><li>○ A graduate stipend (amounts to be determined by the Graduate School in the summer prior to start date)</li></ul></li><li>• For the employment period, graduate students receive tuition benefits, provided as follows:<ul style="list-style-type: none"><li>○ During the first two Fall and Spring semesters of employment, full tuition is provided by the Department of Housing and Dining Services.</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>▪ Tuition does <u>not</u> include the cost of student fees; Graduate Assistants are expected to cover this expense</li><li>▪ Tuition is not covered for courses during the summer months<ul style="list-style-type: none"><li>○ After this period of employment, only the in-state portion of the graduate assistant's tuition will be provided.</li><li>○ Given this payment schedule, graduate assistants may wish to apply for in-state residency status at the beginning of their employment period, to take effect the following year typically.</li></ul></li></ul>
<b>DATES OF EMPLOYMENT:</b>	July 17, 2023 – July 15, 2024
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• The Assistant Resident Manager may have one adult (a spouse or adult guest) and any children or legal dependents living in the apartment during the employment period</li><li>• ARMs have access to all on-campus student resources, including but not limited to:<ul style="list-style-type: none"><li>○ The CSU Rec Center</li><li>○ The CSU Health Network (holistic care provision)</li></ul></li><li>• CSU graduate assistants may receive financial support to cover the cost of health insurance. Visit the Graduate School website to learn more: <a href="http://graduateschool.colostate.edu/financial/assistantships/assistantship-health-contribution/">http://graduateschool.colostate.edu/financial/assistantships/assistantship-health-contribution/</a></li></ul>
<b>TO APPLY:</b>	<p>Submit an application for CSU's Student Affairs in Higher Education (SAHE) graduate program, and submit interest for University Housing positions.</p> <p>For non-SAHE graduate students, applications are accepted but will not be considered until vacancies are filled in collaboration with SAHE.</p>
<b>INCLUSION STATEMENT:</b>	CSU is an EO/EA/AA employer.
<b>BACKGROUND CHECK STATEMENT:</b>	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.