



OFF-CAMPUS LIFE

COLORADO STATE UNIVERSITY

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Off-Campus Life Graduate Assistant Job Description

Position Title

Off-Campus Life Graduate Assistant (OCL GA)

General Description

The Off-Campus Life Graduate Assistant (OCL GA) is a dynamic position, providing professional development and hands-on experience in the areas of leadership, supervision, staff training and development, risk management, and event coordination. This assistantship will primarily be responsible for directly overseeing the management and development of CSU's RamRide Program. RamRide serves as CSU's late-night safe ride program, operating 15 vehicles Friday and Saturday nights with 2,000+ volunteers to serve 500-600 patrons per night. Additionally, RamRide supports students with transportation security 24/7, nationwide, and supports food security through food pantry deliveries. Off-Campus Life partners with the City of Fort Collins on town-gown initiatives, supports students with housing security, and supports students living in our local neighborhoods. The department works with a \$900,000+ budget, 6 full-time staff, 1 GA, and approximately 15 hourly student employees.

Primary Responsibilities

- Assist with the recruitment, selection, supervision, training, and evaluation of the student staff that comprises the student management team of RamRide.
- Provide guidance and supervision to the student management team on daily operations.
- Assist in planning weekly staff meetings, retreats, and trainings for all staff.
- Provide oversight of, and on-call support for, nightly operations during weekends when RamRide is in service (Friday and Saturday nights throughout fall/spring semesters).
- Assist with the management of the RamRide budget.
- Manage student organization payments in conjunction with the Program Coordinator.
- Assist with the oversight of a large volunteer base, including recruitment and retention.
- Support in the continuous review of RamRide's risk management policies.
- Assist with overall assessment of RamRide (quality and effectiveness of operations and services, safe-ride program trends and best practices, risk management policies, etc.).
- Maintain relationships and collaborations with various departments and leadership, both on campus and in the Fort Collins community.
- Represent Off-Campus Life at various trainings, involvement and resource fairs, etc. as requested by other campus offices and organizations.
- Participate in and support town-gown (university-city) programs.
- Attend and actively participate in regular Off-Campus Life staff meetings.
- Attend RamRide volunteer training periodically to offer feedback to staff regarding their volunteer training presentation.
- Participate as an active member of Off-Campus Life.
- Perform other duties as identified with supervisor to enhance professional development and/or support the success of program areas/department.

Professional Competencies

Through the OCL GA, we anticipate that learning outcomes will be attained across all ten [Professional Competency Areas for Student Affairs Educators \(ACPA & NASPA, 2015\)](#). Below are the domains *most* relevant to the role:

Advising and Support:

- Participate in bi-weekly check-ins with student staff members, focusing on their specific goals and personal development
- Providing an environment that fosters trust - through both verbal and non-verbal communication - for students across various identities, cultures, and backgrounds

Student Teaching and Development:

- Help facilitate semesterly staff retreats, where students are trained on in-office procedure, as well as community values
- Challenging students to grow in their decision-making skills

Leadership

- Co-supervising a team of 6 or more Nightly Operations Coordinators (student staff members)
- Participating in weekly leadership team meetings for RamRide and weekly Professional Staff team meetings

Assessment, Evaluation, and Research:

- Supporting the AD in program development through administering surveys, focus groups, and other assessment tools on an as-needed basis

Law, Policy, and Governance:

- Ensuring that RamRide operations are aligned with university policy and that RamRide Night Operations volunteers are sufficiently trained about legal duties and standards of care

Organizational and Human Resources:

- Support the Program Coordinator with Human Resources tasks, such as recruiting, hiring, on-boarding, and holding employees accountable, when needed

Technology:

- Taking lead on duties within the Spare Dispatch System – the operating system utilized for Night Operations – and communications with the Spare Team

Minimum Qualifications

- Be accepted for enrollment as a regular degree-seeking graduate student at Colorado State University.
- Must be able to commit to the position for at least one year.
- Have a valid driver's license for at least one year, automobile insurance, your own reliable form of vehicular transportation, and pass a Motor Vehicle Records check.
- Ability to execute and follow safety procedures.
- Ability to effectively work late night/early morning hours.
- Demonstrate the ability to work effectively both individually and on a team.
- Effective oral and written communication and interpersonal skills both in person and over the phone.
- Ability to accept and provide constructive feedback.

Desired Qualifications

- Strong interpersonal skills
- Flexibility and adaptability
- Well-developed organizational, administrative and customer service skills
- Sound decision making, judgment, and ability to maintain confidentiality
- Ability to manage crises and seek support and resources when needed
- Ability to build community with students, university staff, and city representatives
- Experience with event/program development and coordination
- Experience with volunteer management
- Experience with supervision
- An interest in/or experience with research and assessment
- Commitment to diversity, equity, and inclusion
- Enrolled as a student in the Student Affairs in Higher Education Graduate Program

Selections Procedure

Position will be open until filled. Preference for individuals who are interested in a two-year commitment.

Terms of Employment

1. This assistantship is 25 hours/week. Hours will be balanced between days, evenings, and weekends.
2. The employment period is from August 1st, 2024 to May 31st, 2025 (including fall, winter and spring breaks) with an opportunity to work at an hourly rate during summer session.

Renumeration

The assistantship provides the student with tuition for the 2024-2025 academic year, plus a monthly stipend for a 10-month period. Additionally, the OCL GA position has the opportunity for summer employment at an hourly rate equivalent to the stipend. Students may also have the opportunity for paid professional development (travel, hotel, conference registration, etc.). Students typically apply for, and receive, in-state residency for the second year of the program.

Office Information

Off-Campus Life, Lory Student Center, room 281

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