Position Title: Assistant Director, Off-Campus Life-Community Liaison Programs

Reports To: City of Fort Collins Neighborhood Services (NS) Manager and Off-Campus Life (OCL) Director

Job Summary: Works in a variety of ways to promote positive relationships between students and non-students residing in Fort Collins neighborhoods. Responsible for managing high-level collaborative efforts between the City and CSU including communications, program management, and regular interaction with students, residents, political figures, and the media. Represent CSU/City relationships and efforts in public meetings, and on committees, task forces, and where needed. Occasional evenings and weekends required.

Responsibilities:
1. Develops, implements and maintains programming to create positive relationships, including developing strategies and advice for handling specific problems and requests, coordinating effective communications and campaigns, and providing exemplary customer service.

2. Implements, evaluates, and provides overall management of outreach programs to students and non-student residents.
   - Determines opportunities and creates programs and processes to address community needs.
   - Responsible for work strategies, preparation of final reports, and managing program budgets.
   - Participates with established joint work teams created to address commonly identified goals and coordinates implementation of goals and tasks.
   - Manages Community Liaison Programs web pages.

3. Manages and participates in all aspects of University/City activities to improve City/CSU relations and neighborhood quality of life issues.
   - Maintains and enhances link with City and CSU staff and offices to advance common goals.
   - Acts as a point of contact in resolving student/non-student resident controversies by making referrals, providing advice/coaching to involved parties including preparing responses for City/CSU leadership.
   - Acts as a conduit to establish direct relationships with students and non-student residents.
   - Create and implement processes for information exchange among students, non-student residents, City staff and CSU to strengthen relationships and obtain stakeholder perspective on issues, business decisions, and policy implementation.
   - Is available to attend appropriate meetings for the City, CSU, neighborhood groups, collaborative task forces, and public forums.
• Works with property owners/managers on issues associated with education, code enforcement, parking, neighbor relations, and local ordinances.

4. Assists in selecting, training, evaluating and supervising full-time, entry-level staff positions, student staff, and graduate students, when appropriate.

5. Stays knowledgeable of landlord/tenant issues and resources available on campus and in the community.

6. Develops program evaluation systems for outcome measurements and benchmarks; modifies and develops programs to improve services to meet community needs.

7. Secures outside funding sources for programming through grant-writing and solicitation of donations.

8. Assists with the development of long-range goals and objectives for the OCL and NS offices. Initiates relevant policies and procedures; makes recommendations and carries out implementation, when appropriate.

9. Carries out additional projects as directed by the NS Manager and OCL Director.

**Minimum Qualifications: (completed by start date)**

1. Master’s Degree in Student Affairs/Higher Education, Conflict Resolution, Counseling, Psychology, Public Administration/Policy or related field.

2. Two years full-time professional experience in program planning, implementation, and evaluation that specifically relates to community building/organizing. (2-years graduate assistantship=1-year full-time professional experience).

**Preferred Qualifications:**

1. Demonstrated public speaking and group facilitation experience.

2. Demonstrated ability to work successfully with students, community partners, and administrators.

3. Demonstrated mediation, conflict resolution, and/or counseling experience.

4. Excellent written communication skills.

5. Strong interpersonal skills, including one-on-one support and working on a team.

6. Demonstrated understanding of unique Fort Collins University/City issues and relationships.

7. Public relations and marketing experience.

8. Experience working in a University setting and/or a municipal government.

9. Demonstrated program budgeting experience.

10. Demonstrated commitment to diversity.

**Salary:** commensurate with education and experience (low $50K), plus full benefits.

**Preferred starting date:** June 1, 2012 or sooner.

**To apply:**
**Electronic submission of application is required.** Application materials (consisting of a letter of interest addressing minimum and preferred qualifications, resume, and the names, addresses,
telephone numbers and email addresses of three references) should be emailed as one PDF document to Nancy Rhodes (Nancy.Rhodes@Colostate.Edu) by 11:59pm Mountain Standard Time, March 4, 2012. Candidates will receive email confirmation after materials are received.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

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