



HOUSING & DINING SERVICES
 COLORADO STATE UNIVERSITY

POSITION:	Inclusive Community Assistant (ICA)
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 Inclusive Community Assistant is responsible for assisting students individually and in groups. The ICA’s primary role is to facilitate the creation of a positive residential environment which supports students’ transition, academic, and personal success. For this environment to develop, ICAs must build intentional connections with residents and guide them to resources on-campus. Strategies for success include possessing a thorough knowledge of campus resources, planning and implementing diverse activities, leadership development, and responding to community and individual concerns.
RESPONSIBILITIES:	<p><i>Inclusion and Diversity Focus</i></p> <ol style="list-style-type: none"> 1. Plan and coordinate large scale DEIJ neighborhood programs and initiatives, including but not limited to No place 4 H8, Rams Read, Diversity, Inclusion, Belonging (DIB) modules, etc. 2. Assist students in connecting and utilizing multicultural resources on campus. 3. Facilitate opportunities that promote multicultural awareness and cultural competency. 4. Participate in intergroup dialogue, seek mutual understanding across difference, power, and privilege. 5. Support department bias education program to help reduce, address, and mend 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. 6. 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. 7. Assist University Housing Staff (primarily Resident Assistants) in creating inclusive communities within the residence halls. <p><i>Community Development</i></p> <ol style="list-style-type: none"> 1. Encourage the development of an environment that is inclusive of the diverse identities, perspectives, and backgrounds of residents through on-going interactions with residents through one-on-one conversations and community walks 2. Develop active and passive educational opportunities for all residents (such as bulletin boards and educational materials); promote domestic and international diversity 3. Work with other ICAs, hall staff, and Student Diversity Programs and Services (SDPS) Offices and Division of Student Affairs campus partners to implement monthly strategies that meet students’ needs and contribute to building an inclusive community as well as promote student involvement.



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	<ol style="list-style-type: none"> 4. Every ICA will spend 5 hours in their assigned SDPS office or special project assigned by University Housing 5. Establish and maintain an environment that is supportive of successful academic achievement. 6. Confront and document inappropriate behaviors 7. Assist in the recruitment/development of student leaders for Residential Leadership Programs (such as the Residence Hall Association (RHA), National Residence Hall Honorary (NRHH), and Councils). <p><i>Staff Functions</i></p> <ol style="list-style-type: none"> 1. Attend training activities: spring training, pre-employment staff kick-off activities, fall training, and any additional required pre-employment and ongoing training programs throughout the year. 2. Assist in the selection and training of new staff. 3. Develop knowledge of crisis management, response, and emergency procedures. 4. Support and adhere to University and Housing & Dining Services policies, regulations, and procedures. 5. As a Campus Security Authority (CSA), ICAs 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. <i>More information on the roles of CSAs available here.</i>
<p>JOB QUALIFICATIONS:</p>	<p><i>Required Qualifications:</i></p> <ol style="list-style-type: none"> 1. Hold good academic standing with the University, a minimum cumulative grade point average (GPA) 2.0 2. 15 or more completed credit hours at time of application 3. No current or pending disciplinary incidents (prior incidents are not a disqualification, but all prior cases must be closed by time of hire) 4. Maintain 6 or more credit hours per semester of employment at Colorado State University 5. Available to attend weekly staff meetings on Tuesdays from 6:30pm – 8:30pm, when fall and spring term classes are in session, and on Thursdays from 6:00pm – 8:00pm, when Fall and Spring term classes are in session 6. Eligible to work in the U.S. up to 20 hours per week 7. Enrolled at CSU and working toward graduation 8. Demonstrated ability to relate with people of different cultural backgrounds <p><i>Preferred Qualifications:</i></p> <ol style="list-style-type: none"> 1. 2.5 GPA or higher 2. Two or more experiences living in a residence hall at any college/university
<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



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	<p>month during staff meeting times</p> <ol style="list-style-type: none"> 5. Expected and required to be present and working throughout the weekend following hall closings for fall break, winter break, spring break, and at the conclusion of the spring semester 6. Commit to one full academic year (considered fall and consecutive spring term) 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 eligible for re-hire 7. First semester ICAs may not student teach or hold internships. After the first semester, experiences which will take the ICA away from their building for significant time blocks are discouraged, and must be approved by the Residence Director before they are accepted 8. Work 15-20 hours per week, possibly including time spent in a Student Diversity Programs & Services office. The ICA job requires both regularly scheduled responsibilities (such as staff meetings and supervisory meetings), and times staff is available and accessible to community residents. ICA work time should be planned in consultation with the supervisor and the ICA should be accessible to residents for informal contact, especially during high activity times (typically 4:00 p.m. to midnight) 9. Eligible to work in the United States. ICAs are responsible for ensuring their eligibility to fulfill their role while remaining in compliance with all University, State, and Federal work regulations 10. 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 11. ICAs are University employees and must abide by all University policies, including University Housing policies and the Student Code of Conduct 12. Must have access to a CSU email address (@rams.colostate.edu or @colostate.edu), to be used for all job responsibilities.
REMUNERATION:	<ul style="list-style-type: none"> ▪ Single residence hall room within the assigned building/complex, which is available to ICAs beginning the first week of August, until the Wednesday following Spring commencement in May <ul style="list-style-type: none"> ○ If assigned building closes during break periods, ICAs will be required to relocate to another building during the break, if residing on campus. ▪ 21 meals per week in on-campus dining facilities ▪ \$150 RamCash per semester ▪ At the conclusion of two semesters in the role, staff receive \$200 as a direct deposit <ul style="list-style-type: none"> ○ At the conclusion of three semesters in the role, and every semester thereafter, staff receive \$300 as a direct deposit ▪ 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.
DATES OF EMPLOYMENT:	July 31 st , 2023 – May 13 th , 2024
BENEFITS:	ICAs can work with supervisors to take time away when sick or for personal reasons. This position does not offer healthcare or other benefits.
NUMBER OF	12 total positions across campus



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VACANCIES:	
TO APPLY:	Please apply online at https://colostate.erezhlife.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.