The following pages include the qualifications, duties, and responsibilities required for the Apartment Community Programmer (CP) position at Central Washington University. The qualifications, duties, and responsibilities listed below may be adjusted as deemed necessary by the Assistant Director (AD) with approval from the Director of University Housing and New Student Programs.

I. Student and Living Responsibilities

1) Be a Central Washington University student, Maintain and complete full-time credit load throughout academic career – defined as a minimum of 12 undergraduate credit hours per quarter or 10 graduate credit hours per quarter. This Residence Hall Staff member shall carry no more than 18 credit hours and no less than 12 credit hours in any one quarter. Credit hours will be verified through transcript review by University Housing, Wellness, and New Student Programs staff. A student who is not registered at any time as full-time is not eligible for the CP position, thus resulting in immediate termination, regardless of when credit hours are verified.

2) Must remain in good academic standing throughout academic career - defined as a minimum 2.7 cumulative grade point average and a 2.7 GPA or above for each quarter. At no time may an CP receive a quarterly GPA below a 2.0; receiving below a 2.0 GPA will result in termination of the position. GPA will be verified through transcript review each quarter by University Housing, Wellness, & New Student Programs staff. A first time failure to meet GPA requirements will result in, at minimum, employment probation, and failure to meet GPA requirements a second time will result in employment termination;

3) Must live in a designated on-campus apartment upon commencement of employment and during term of employment.

4) Must not be away from his/her respective apartment complex for more than twelve (12) nights per quarter.

5) Confidential and private information gained through the AM/CP role as a staff member is not permitted to be shared or posted in any format.

6) This Residence Life Staff member will refrain from posting electronic information/images that violate University policies or federal, state, and local laws. Furthermore it is expected that staff members will refrain from posting material that could hinder credibility in performing position responsibilities and reflect unfavorably upon the department and institution.

II. Teamwork

1) Must demonstrate a commitment to excellent customer service.

2) Willingness to collaborate with other Community Programmers and Apartment Managers (AMs) and help in their areas when needed.

3) Offer a variety of services and programs to the students and families of the campus apartments. Previous experience in programming, apartment management, student services, or related experience is helpful.

4) Provide feedback to and accept direction from the ACC, AD, or their designees.

III. Personal Time Restraints
1) **May not be involved with student teaching, other fieldwork, varsity team sports, or internships** while under contract as apartment staff (unless permission is granted by the AD or his/her designee in advance).

2) May accept no other employment while under contract as apartment staff (unless permission is granted by the AD or his/her designee in advance).

**IV. Programming Responsibilities**

1) Work in conjunction with AMs and ACC to develop positive relationships and a sense of community among tenants in the complex.

2) Work with AM and ACC to assess needs of tenants and target programming in those areas.

3) Plan and submit a quarterly program plan to ACC for approval two (2) weeks prior to the start of the new quarter.

4) Plan, implement and evaluate a minimum of five (5) Educational Programs per quarter in conjunction with other apartment staff for given complex, choosing from the target “Wellness Model” areas: **Intellectual Dimension, Emotional Dimension, Physical Dimension, Spiritual Dimension, Social Dimension, Life Planning Dimension, Cultural Dimension**

5) Facilitate one (1) recurring community program per week for the apartment complex. (Examples: Play group, Scrap booking, Aerobics Class, Game Night, Storytelling Group, Cooking Club, Walking Group, Movie Night, Knitting, TV Show Night, etc.)

6) Design and post 2 bulletin boards per quarter plus 1 other passive program using “Wellness Model” target areas.

7) Plan and implement 1 Fire Safety programs per quarter, to include one fire extinguisher safety training per year.

8) Attend and recruit tenants to participate in quarterly complex Community Meetings and participate in advisory boards.

9) Submit articles to the monthly apartment newsletter.

**V. Other Duties**
1) Must serve on a rotating on-call duty schedule. This includes an equal share of weeknights and weekends during which a cell phone, master keys, and apartment rosters must be carried while staying close to campus to cover concerns for all campus apartments. On-call duty begins at 4:45 pm and ends at 8:15 am. While on duty, CPs may NOT consume alcohol or other substances that could impair their ability to respond to routine or emergency situations. CPs must be able to transport themselves to all apartment complexes in a timely manner while on-call.

2) Assist Apartment Manager with check-ins and check-outs during busy times such as beginning and end of quarters. Some physical activity including bending, lifting, twisting and climbing stairs is required to properly complete position responsibilities.

2) Participate in department initiatives and special projects as needed.

3) Confront and report all apartment conduct policy infractions and be willing to respond in an emergency situation.

4) Follow all University Housing and New Student Program policies as outlined in the Apartment Handbook and the student code and abide by all federal, State, and local laws.

5) Be available to give directions and/or offer assistance to tenants and non-tenants at any time. Be considerate, kind, understanding, and respectful.

6) Work in conjunction with maintenance and custodial staffs to ensure the physical well-being of the apartment complex, keep a record of maintenance needs, and notify UH&NSP of repairs needed.

7) Personal leave during breaks must be submitted and approved by the ACC at least two weeks prior to the break period. Personal leave is not allowed the two weeks before and after the start of Fall Quarter as this time can be exceptionally busy.

8) Inform the ACC of class schedule and work hours when established and whenever changes occur.

VI. Professional Development

1) Adhere to the Code of Ethical Standards established by and for Central Washington University.

2) Uphold and maintain all UH&NSP policies and inform the ACC or his/her designee of any and all violations.

3) Assume a proactive role in handling and reporting situations that present a threat to the welfare of tenants, guests, or the physical condition of the apartment complex or University property in general.

4) Participate in job training sessions and attend in-service training sessions throughout the year. Upon commencement of employment, the AM will go through several training sessions.

5) Attend and participate in required AM/CP meetings and one-on-one meetings with the ACC.
6) Other projects, duties, and tasks as required and assigned by the ACC or his/her designee.

VII. Conditions of Employment

1) Appointment is for the 2012-2013 fiscal year (July 1, 2012 – June 30, 2013), contingent on satisfactory performance as evaluated by the ACC.

2) CP responsibilities take precedence over all other extracurricular activities.

3) The CP can expect to spend an estimated fifteen or sixteen (15-16) productive and involved hours per week, although this time can vary depending on the time of the year and the circumstances.

4) Compensation will be paid per hourly rate, equaling the approximate cost of a one-bedroom apartment in any of the apartment complexes (minus applicable taxes).
University Housing and New Student Programs  
Apartment Community Programmer Application Form

Today’s Date: ______________________  Date of Birth: ________________

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Student ID Number</th>
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Current Contact Information

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<th>Street</th>
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Permanent Contact Information

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- Credit hours completed at CWU: _________  Your GPA at CWU: __________
- Total number of college credit hours completed: _________
- Overall GPA (all college credits): _________
- Class standing at time of application: _______________  Anticipated graduation date: __________
- Major(s): _______________________________________________________________________
- Minors(s): _______________________________________________________________________
- Number of quarters in residence halls at CWU ___________, in apartments at CWU ____________
- Number of quarters/semesters living in on campus housing at different institution ____________

Reference (non-relative): Give name, complete address, and phone number/email of each person. If Letter of Evaluation Forms are not submitted, references may be contacted by phone or email.

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CENTRAL WASHINGTON UNIVERSITY and University Housing and New Student Programs is an Affirmative Action, Equal Employment Opportunity, Title IX Institution. Persons of disability may request accommodation during the application and/or interview process through the Affirmative Action Office: Voice 509.963.2205; TDD 509.963.2207.
Central Washington University  
University Housing and New Student Programs  
Apartment Community Programmer Application  
Supplemental Questions

Describe your style of communication and collaboration while working with other students, apartment staff, and university faculty and staff. How might this style be important to the Apartment Community Programmer position?

What are some of the needs of single students or families that could be dealt with through programming and events offered in the apartments? How would you address these specific needs?

Community Programmers play an important role in building a sense of community within their apartment complex. Our apartment complexes are comprised of tenants from a variety of different backgrounds and experiences. What can you do as a Community Programmer to ensure that all your tenants will feel welcome and included in your community? What are some things you would do to build a strong sense of community in your apartment complex?

How would you describe your experience or comfort level in planning events and programs? What skills would you bring to the role of Community Programmer that would allow you to be successful?
Hi Joel – please use the recommendation form for RAs – just make sure the form uses inclusive language.