Orientation & Transition Programs creates dynamic, student-centered experiences to inspire purposeful transitions.

ORIENTATION LEADER AS A TEAM MEMBER

Thank you for your interest in the International Orientation Leader position with Orientation and Transition Programs. The International Orientation Leader is a member of the Orientation and Transition Programs’ staff and as such is a part of the staff of the Center for Advising and Student Achievement (CASA), the Division of Student Affairs, and the Division of Academic Affairs. This position reports directly to the Student Assistant for International Orientation (Courtney Harrison), and the Coordinator for Orientation Programs (Zach Mercurio). Indirectly, International Orientation Leaders report to the Director of Orientation and Transition Programs (Kerry Wenzler), the Coordinator for Transfer Programs (Paul Giberson), and the Coordinator for First and Second Year Programs (Keith Lopez).

ESSENTIAL QUALIFICATIONS

- Must be a full-time, undergraduate student who will graduate in December 2012 or later.
- Must be a CSU student in good academic AND disciplinary standing.
- Must have a minimum cumulative GPA of 2.6 at time of application (freshmen must have a predicted 2.6 GPA and a 2.6 high school GPA).
- Must demonstrate a positive attitude and strong work ethic.
- Must demonstrate interest in, or experience with, working with an international student population.
- Must have desire and ability to work effectively in a team-oriented environment.
- Must have desire to work with international students and their particular needs.
- Must be aware of the needs and differences of cultures and be flexible in terms of communication style and work style.
- Must be able to maintain a high energy level, enthusiasm, and stamina when working long hours.
- Must be committed to develop and take leadership, communication, and customer experience skills to a new level.
- Must be willing to learn and grow through the position.
- Must demonstrate pride in the CSU experience.
- Must be available for International Orientation and International Orientation Team Training.

IDEAL SKILLS & ABILITIES

- Possess a commitment to multiculturalism and international students.
- Be an effective and clear communicator with peers.
- Demonstrate flexibility, creativity, humor, and dedication.

RESPONSIBILITIES

The International Orientation Leader will have various responsibilities, which include working in a positive manner with other members of the Orientation and Transition Programs team, academic advisors, campus representatives, students, and family members/guests.

Specific responsibilities include:

- Attend and fully participate in all International Orientation Leader training events and activities (see below for comprehensive list of time commitments).
- Assist international students in developing academic effectiveness, peer relationships, personal adjustment to CSU, and gaining understanding of US culture through small and large group discussions, individual peer interactions, and educational presentations.
- Assist parents, family members, and guests of students in the transition to CSU through positive interactions, campus tours, and discussions.
- Lead campus tours during orientation programs for students and parents, families and guests.
- Serve as presenters for educational sessions during orientation programs.
- Create an excellent customer experience for new students, family members, and guests at all OTP programs.
- Assist with the course registration process during orientation programs.
- Develop and demonstrate team leadership, responsibility and effective communication skills.
- Develop and demonstrate skills in facilitating small and large groups.
- Demonstrate sensitivity to diversity/appreciation of difference in international students and within the 2012 International Orientation Team.
- Actively participate in other OTP programming in both assigned and unassigned roles.
- Convey accurate information at all times.
- Perform other duties as assigned.
TIME COMMITMENTS/IMPORTANT DATES

<table>
<thead>
<tr>
<th>Summer 2012 (Dates subject to minor changes)</th>
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<tbody>
<tr>
<td><strong>Date/Time</strong></td>
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<tr>
<td>Friday, June 6th by 5pm</td>
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<tr>
<td>Tuesday, July 10th – Thursday, July 12th</td>
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<tr>
<td>Friday, July 13th</td>
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<tr>
<td>Saturday, August 11th (9am – 5pm)</td>
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<td>Monday, August 13th – Wednesday, August 15th</td>
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PERIOD OF EMPLOYMENT
The official period of employment will be from July, 2012 through August, 2012.

TERMS OF EMPLOYMENT
International Orientation Leaders must have at least a 2.6 cumulative grade point average to apply and must maintain at least a 2.6 cumulative grade point average during affiliation with Orientation and Transition Programs.

In addition, members of the International Orientation Team are expected to act as a public relations and information person on behalf of Colorado State University, exhibit behavior appropriate to University and civil regulations, demonstrate good customer service skills, fully participate in all training activities, and provide feedback to Kerry and Zach concerning orientation issues of any kind (personnel, programmatic, etc). All International Orientation Leaders are required to abide by all expectations outlined in the OTP Student Staff Expectations throughout their entire term of employment.

REMUNERATION
Compensation consists of $200 RamCash plus meals on International Orientation days.

OTP STUDENT STAFF EXPECTATIONS
All staff members are required to agree to comply with every expectation as outlined in the 2012 OTP Student Staff Expectations.

APPLICATION PROCESS
- Visit [www.otp.colostate.edu](http://www.otp.colostate.edu) to download the application form.
  - Fill out application form.
  - Attach your resume and completed application to an e-mail and send to Zachary.Mercurio@ColoState.edu
- If you have any difficulties, please contact Zach Mercurio, Coordinator for Orientation Programs, at Zachary.Mercurio@colostate.edu or 970-491-0872
- Résumé and Interviewing Assistance:
  - Career Center Counselors are available if you need assistance with your résumé and/or interviewing skills. Bring your résumé in for a review during walk-in hours. You may also contact The Career Center at (970) 491-5707 to schedule an individual appointment. Walk-ins are held every Monday through Friday from 8:30 AM to 4:30 PM in the Career Center at the Lory Student Center in room 116 LSC. The Career Center also has an online résumé building service located at [https://colostate.optimalresume.com/](https://colostate.optimalresume.com/)
  - For more information visit: [http://www.career.colostate.edu/](http://www.career.colostate.edu/)

SELECTION TIMELINE

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<td>Application Screening</td>
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<tr>
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<td>Phone/Skype Interview Notification</td>
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<tr>
<td>July 10th – July 12th</td>
<td>Phone/Skype Interviews (if selected)</td>
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<tr>
<td>July 13th</td>
<td>Notification</td>
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