POSITION DESCRIPTION & APPLICATION INSTRUCTIONS
2013-2014 YEAR 2 @CSU: SECOND YEAR PROGRAMS BOARD MEMBER

YEAR 2 @ CSU BOARD MEMBER AS A STAFF MEMBER

Thank you for your interest in the Year 2 @ CSU Board Member position with Orientation and Transition Programs (OTP). The Year 2 @ CSU Board are members of the Orientation and Transition Programs’ staff and as such are 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 Assistant Director for First and Second Year Programs (Keith Lopez) and indirectly to the Graduate Assistant for First and Second Year Programs (Daniel Haddad).

ESSENTIAL QUALIFICATIONS

- Must be a full-time, undergraduate student graduating in May 2014 or after.
- Must be a CSU student in good standing.
- Must have a minimum cumulative GPA of 2.6 at time of application.
- If selected, Year 2 @ CSU Board members must maintain a cumulative GPA of 2.6 throughout term of employment.
- Must demonstrate a positive attitude and strong work ethic.
- Must be willing to learn and grow through the position.
- Must have strong desire to assist second year students with their personal and academic transition at CSU including (but not limited to) helping second year students explore academic interests, the importance of campus and community involvement, leadership development, making healthy choices, personal decision making and goal setting, finding purpose, and identity exploration.
- Possess a commitment to working with diverse populations, identities, and experiences.
- Must display high level of professionalism.
- Must demonstrate pride in the CSU experience.
- Must demonstrate a willingness to create campus-wide partnerships and collaborations for second-year programs.
- Must be available for ALL Year 2 Board Time Commitments (“Time Commitment” section on page 2)

IDEAL SKILLS & ABILITIES

- Possess the desire to not only work with second year students but also faculty and staff members from across campus.
- Possess the ability to work effectively as a team and be an effective and clear communicator with peers.
- Must maintain a high energy level and enthusiasm when working with second year students.
- Demonstrate flexibility, creativity, humor, and dedication.
- Demonstrate the ability to serve as a role-model and mentor for second year students by modeling integrity and inclusivity.
- Possess event or program planning, marketing, implementation and execution skills.
- Demonstrate exceptional interpersonal, organizational, leadership, and communication skills.

RESPONSIBILITIES

The Year 2 @ CSU: Second Year Programs Board provides an opportunity for students interested in assisting second-year students in their transition at CSU. The board consists of 6 members who work with various offices, departments and organizations on the CSU campus to plan, market and implement programs just for second year students at CSU. The Mission of the Year 2 @ CSU Board is as follows: ‘The Year 2 @ CSU Board believes that a student’s second year is about exploration, personal discovery and overcoming challenges. Using our own personal experiences, it is our purpose to guide each student through their personal journey in the second year.”

Overall Board responsibilities include:

- Along with Advisor(s), develop a comprehensive, year-long schedule of programs and activities, and marketing strategies for each that assist students in the transition during their second year at Colorado State University (CSU) by coordinating intentional programs to meet their needs.
- Attend weekly Year 2 Board meetings and regular trainings as well as one on one meetings with advisor(s) every other week.
- Manage approximately 5 office hours a week to be dedicated towards your Event Coordinator position.
- Prepare for individual programs in advance which includes, but is not limited to: marketing, preparing all program materials, and communicating details to all collaborating individuals, offices and/or departments as well as working on assessment of various programs.
- Assist with the coordination of the Getting to Year 2 @ CSU Conference for first-year students in their second semester including preparation and day of conference details.
- Serve as presenters for educational sessions around campus on second-year student trends and issues.
- Actively participate in other OTP programming.
- Perform other duties as assigned.
The mission of the Alternative Break program coordinated through the Student Leadership, Involvement and Community Engagement (SLiCE) Office at CSU is to create active citizens who think about and seek solutions to societal problems and continue to contribute to their respective communities as a lifelong process. The Alternative Break program is a week-long immersion into different cultural, environmental, and socioeconomic communities across the nation. Students provide service in exchange for education about current social and cultural issues facing the host communities. The Alternative Spring Break Site Leaders on the Year 2 @ CSU Board serve as staff members both of SLiCE and Orientation & Transition Programs and work collaboratively to create and lead an Alternative Spring Break experience just for second year students to Boulder Creek, California to take a group of students to serve as Camp Counselors at an outdoor science school in northern California. Site Leaders commit to a serious year-long commitment involving trainings, trip orientations, and service days through both SLiCE and OTP. Additionally, as a part of the Year 2 @ CSU Board, these individuals assist with various Year 2 @ CSU programs throughout the academic year. **Please Note: Individuals selected for these positions, must also complete the Alternative Spring Break Site Leader Application with SLiCE due April 24, 2013.**

Academic Programming & Career Development Coordinator (1 position available)- The Academic Programming and Career Development Coordinator on the Year 2 @ CSU Board focuses on the creation, oversight, and implementation of programming/experiences for second year students related to enhancing one’s academic experience during their second year. These programs include (but are not limited to): Academic Transition Workshops (just for second year students) in collaboration with TILT Learning Programs, CSU! True Faculty Story Dinner Series in collaboration with TILT Learning Programs, and various academic colleges/campus constituents, and more. Additionally, this individual will collaborate with campus partners to develop new initiatives focusing on career development and exploration of career goals throughout the second year.

Community Development Coordinator (1 position available)- The Community Development Coordinator on the Year 2 @ CSU Board will focus on the creation, oversight, and implementation of programming/experiences for second year students related to building a community of second year students. These programs will include (but are not limited to): the Getting to Year 2 @ CSU Conference (for first year students in their second semester), Year 2 @ CSU Kickoff Week (an official welcome back program for second year students). Additionally, this individual will be responsible for maintenance of the online event calendar, soliciting students for the Second Year Student Spotlight, and developing content for the monthly e-newsletters. Finally, this individual will collaborate with various campus partners to brainstorm opportunities for future partnerships for programming in this realm.

Outdoor Experiences Coordinator (1 position available)- The Outdoor Experience coordinator will focus on the creation, oversight, and implementation of outdoor programming/experiences in the northern Colorado area for second year students in collaboration with Campus Recreation Outdoor Programs and Pingree Park (CSU’s Mountain Campus). These Outdoor Experiences currently include day trips a few times a semester (for example, rock climbing at Horsetooth Rock, snowshoeing at Cameron Pass) as well as the development of multiple day experiences once a semester (including a 14er Service Project in the fall in collaboration with the Colorado 14er initiative).

Technology and Marketing Coordinator (1 position available)- The Technology and Marketing Coordinator on the Year 2 @ CSU Board collaborates directly with the Assistant Director for First & Second Year Programs on the marketing of all Year 2 @ CSU: Second Year Programs coordinated by the board, as well as programs occurring campus-wide applicable to the second year experience. This marketing includes but is not limited to mailings, e-mail correspondence, and social media. The Technology and Marketing Coordinator is responsible for the development of content, filming, production, and editing of the regular videos to be posted on the Year 2 @ CSU website as well as the coordination of the monthly Second Year Student Experience Blog.

**TIME COMMITMENTS/IMPORTANT DATES**

Note: Time conflicts will be handled on an individual basis, please contact Keith Lopez at keith.lopez@colostate.edu or 970-491-4304 with any questions.

<table>
<thead>
<tr>
<th>Spring 2013</th>
<th>Activity</th>
<th>Location</th>
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<tbody>
<tr>
<td>MUST PICK ONE TO ATTEND:</td>
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<tr>
<td>Monday, April 8th (5:00-6:00pm)</td>
<td>Applicant Information Session</td>
<td>LSC 217</td>
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<tr>
<td>Tuesday, April 9th (12:00-1:00pm)</td>
<td>Applicant Information Session</td>
<td>LSC 217</td>
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<tr>
<td>Thursday, April 11th (4:00-5:00pm)</td>
<td>Applicant Information Session</td>
<td>LSC 217</td>
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<tr>
<td>Friday, April 12th, 2013</td>
<td>APPLICATION DUE ONLINE by 5:00pm</td>
<td><a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
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<tr>
<td>Tuesday April 16th, 2013- Monday, April 22nd, 2013</td>
<td>Individual Interviews (if selected)</td>
<td>Aylesworth Hall NE</td>
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<tr>
<td>Tuesday, April 23rd, 2014</td>
<td>Year 2 Board Notification</td>
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<td>TBD (per Availability of Board Members)</td>
<td>Staff Kickoff/Spring Training/Retreat</td>
<td>TBD</td>
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<tr>
<th>Fall 2013</th>
<th>Activity</th>
<th>Location</th>
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<tr>
<td>Week of August 26, 2013</td>
<td>Weekly Meetings Begin</td>
<td>Aylesworth Hall</td>
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<tr>
<td>TBD (per Availability of Board Members)</td>
<td>Year 2 Board Fall Retreat</td>
<td>TBD</td>
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PERIOD OF EMPLOYMENT
The official period of employment for Second Year Programs Event Coordinators will be April 2013 to May 2014.

TERMS OF EMPLOYMENT
Year 2 @ CSU Board Members 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, Year 2 @ CSU Board members 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 Keith concerning Second Year Programs issues of any kind (personnel, programmatic, etc).

REMUNERATION
Compensation consists of $160 RamCash/ per semester. Meetings during the spring are unpaid, as well as are other volunteer opportunities associated with the position.

OTP STUDENT STAFF EXPECTATIONS
All staff members are required to agree to comply with every expectation as outlined in the OTP Student Staff Expectations 2013.

TO APPLY
- All applicants MUST attend ONE mandatory applicant information session (see above for dates/times and locations):
  - Visit www.otp.colostate.edu to complete the online application
    - Fill out application form.
    - Upload your resume.
    - Upload your personal statement (500 words or less).
    - Submit your application materials.
- If you have any difficulties, please contact Keith Lopez, Coordinator for First and Second Year Programs, at keith.lopez@colostate.edu or 970-491-4304.
- 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 @ the Lory Student Center in room 116 LSC. The Career Center also has an online résumé building service located at https://colostate.optimiaresum.com. For more information: http://career.colostate.edu.

SELECTION TIMELINE

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<tr>
<th>April 12th by 5:00pm</th>
<th>Completed Applications Due online at <a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></th>
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<tbody>
<tr>
<td>April 15th</td>
<td>Application Screening</td>
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<tr>
<td>April 15th</td>
<td>Individual Interview Notification</td>
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<tr>
<td>April 16th-22nd</td>
<td>Individual Interviews (If selected)</td>
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