POSITION DESCRIPTION & APPLICATION INSTRUCTIONS
2016 RAM WELCOME EVENT ASSISTANT

RAM WELCOME EVENT ASSISTANT AS A STAFF MEMBER

Thank you for your interest in the Ram Welcome Event Assistant position with Orientation and Transition Programs. The Ram Welcome Event Assistant 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 Office Assistant Team Leaders (Lauryn Klopf and Alex Vasser), the Assistant Coordinator for Orientation and Transition Programs (Dani Magaña) and the Assistant Director for Transition Programs (Keith Lopez).

ESSENTIAL QUALIFICATIONS

- Must be a full-time, undergraduate CSU student who will graduate in December 2016 or after and who is in good academic and disciplinary standing.
- Must have a minimum cumulative GPA of 2.6 at time of application.
- If selected, Ram Welcome Event Assistants must maintain a cumulative GPA of 2.6 throughout term of employment.
- Must demonstrate a positive attitude and strong work ethic.
- Must be able to maintain a high energy level, enthusiasm, and stamina when working long hours.
- Must demonstrate pride in the CSU experience.
- Must be available for ALL Ram Welcome Event Assistant time commitments (see “Time Commitment” section on page 2).
- Must be available for entire Ram Welcome Program (FULL DAYS August 18-21, 2016). Scheduling conflicts will be handled on an individual basis – please contact Dani Magaña at dani.magaña@colostate.edu with any concerns.
- Students who hold the following positions are ineligible to apply (due to conflicting time commitments and overlapping responsibilities):
  - 2016-2017 Resident Assistants and Inclusive Community Assistants
  - 2016-2017 Residence Hall Community Desk Staff Members and Community Desk Managers
  - 2016-2017 Residence Hall Association (RHA)/National Residence Hall Honorary (NRHH) Officers
  - 2016-2017 SLiCE Student Staff Members
  - 2016-2017 Key Communities Mentors
  - 2016-2017 Global Village Mentors
  - Fall 2016 Bookstore Rush Workers
- Students who are employed by a Student Diversity Programs and Services (SDPS) Office for the 2016-2017 academic year ARE eligible to apply, but must contact respective supervisor and Orientation & Transition Programs in order to discuss potential conflicts.
- Students who are active members or elected officials in ASCSU for 2016-2017 are eligible to apply, but must contact Orientation & Transition Programs to discuss returning from the fall ASCSU Retreat in time for fall Ram Welcome Event Assistant Training.
- Additionally, students who have already served as a Ram Welcome Event Assistant for two consecutive fall Ram Welcome programs are ineligible to apply for the position.

IDEAL SKILLS & ABILITIES

- Possess the willingness to perform as a team with a strong work ethic, clear communication, commitment to accuracy, collaboration, and the highest quality results.
- Ability to work with minimal direction and produce quality results in an efficient manner.
- Possess the desire to implement a program that supports first-year students, transfer students, international students, adult learner students, and parents and family members.
- Possess the potential to grow and develop as a leader on campus.
- Possess a commitment to working with diverse populations, identities, and experiences.
- Demonstrate the ability to solve problems, be flexible, and adaptable to changing situations.
- Possess the ability to represent Colorado State University in a positive manner.
- Possess the ability to serve as a role model for new CSU students by modeling integrity, inclusivity, and enthusiasm.
- Demonstrate flexibility, creativity, humor, and dedication.
- Demonstrate desire to take leadership, communication, and customer experience skills to the next level.

RESPONSIBILITIES

Ram Welcome Event Assistants serve as the primary workforce behind the implementation of Ram Welcome and work August 12-21, 2016 only.

Specific responsibilities include:

- Provide substantial on-site support to Orientation and Transition Programs and the various Ram Welcome Event Coordinators with event production and general assistance for events; including (but not limited to): set-up, tear down, and preparation for the Ram Welcome Carnival, Ramapalooza, Convocation, the Parent & Family Welcome, Transfer/Adult/Student Veteran programming and more.
- Support the Orientation and Transition Programs Office Assistants by assisting with various administrative duties as needed related to preparation for the Ram Welcome program.
- Attend and fully participate in all Ram Welcome Event Assistant training events and activities (see below for list of time commitments).
- Be knowledgeable regarding ALL Ram Welcome programs and events as well as details for ensuring events occur successfully.
- Create an excellent customer experience for new students, parents, and family members.
- Develop and demonstrate team leadership, responsibility, and effective communication skills.
- Demonstrate sensitivity to diversity/appreciation of difference in new students and within the 2016 Ram Welcome Event Assistant team.
- Perform other duties as assigned.

**TIME COMMITMENTS/IMPORTANT DATES**

Note: Time conflicts will be handled on an individual basis, please contact Dani Magaña at dani.magana@colostate.edu with any questions. **If you are studying abroad during the Spring 2016 semester, you MUST contact Dani Magaña (above) in order to make alternate arrangements to interview.**

### Spring 2016

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, April 20, 2016 by 5:00 pm</td>
<td>APPLICATION DUE ONLINE</td>
<td><a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
</tr>
<tr>
<td>Week of April 25, 2016</td>
<td>Individual Interviews (if selected)</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, May 4, 2016 6:30-7:30pm</td>
<td>Staff Kickoff!</td>
<td>Aylesworth Hall</td>
</tr>
</tbody>
</table>

### Fall 2016

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, August 12, 2016 (11am-5pm)</td>
<td>Ram Welcome Event Assistant Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Monday, August 15, 2016 (10am-2pm)</td>
<td>Ram Welcome Event Assistant Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Tuesday, August 16, 2016 (10am-2pm)</td>
<td>Ram Welcome Event Assistant Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Thursday, August 18–Sunday, August 21, 2016 FULL Days</td>
<td>Ram Welcome</td>
<td>Various Locations</td>
</tr>
</tbody>
</table>

### PERIOD OF EMPLOYMENT

The official period of employment will be from **August 12-21, 2016 ONLY.**

### TERMS OF EMPLOYMENT

Ram Welcome Event Assistants 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 Ram Welcome Event Assistant 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 Alex, Lauryn, Dani, or Keith concerning issues of any kind.

### REMUNERATION

Compensation consists of an hourly wage as scheduled by the official student wage scale of the University with a starting base no lower than **$8.75 per hour.**

### OTP STUDENT STAFF EXPECTATIONS

All staff members are required to agree to comply with every expectation as outlined in the OTP Student Staff Member Expectations 2016.

### TO APPLY

- Visit [www.otp.colostate.edu](http://www.otp.colostate.edu) to complete the online application
  - Fill out application form.
  - Upload your resume.
  - Upload your personal statement (500 words or less).
- If you have any difficulties, please contact Dani Magaña at dani.magana@colostate.edu or 970-491-6011.
- **Résumé and Interviewing Assistance:** Career Center Counselors are available if you need assistance with your resume and/or interviewing skills. You may contact The Career Center at (970) 491-5707 to schedule an individual appointment or stop by during drop in hours. For more information visit: [www.career.colostate.edu](http://www.career.colostate.edu).

### SELECTION TIMELINE

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 20, 2016 by 5:00 pm</td>
<td>Completed Applications Due Online at <a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
</tr>
<tr>
<td>April 21, 2016</td>
<td>Individual Interview Notification</td>
</tr>
<tr>
<td>April 22, 2016</td>
<td>Individual Interview Sign-Up</td>
</tr>
<tr>
<td>Week of April 25, 2016</td>
<td>Individual Interviews</td>
</tr>
<tr>
<td>April 29, 2016</td>
<td>Ram Welcome Event Assistant Notification</td>
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