Thank you for your interest in the First-Year Student Network Leader position with Orientation and Transition Programs (OTP). The First-Year Student Network 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 Coordinator for Transition Programs (Addy Rastall) and indirectly to the Assistant Director for First and Second Year Programs (Keith Lopez).

**ESSENTIAL QUALIFICATIONS**

- Must be a full-time, undergraduate student who will graduate in December 2016 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, Network Leaders 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 first year students with their personal and academic adjustment to CSU including (but not limited to) helping first-year students explore study skills, time management, the importance of campus and community involvement, making healthy choices, personal decision making, assertive communication, conflict resolution skills, and identity exploration.
- Must display high level of professionalism.
- Must maintain a high energy level and enthusiasm when working with first year students.
- Must demonstrate pride in the CSU experience.
- Must be available for ALL time commitments, including being available from 3:30pm-5:00pm EVERY Thursday during the fall 2016 semester. **No exceptions for conflicts with this time will be made (see “Time Commitment” section on page 2).**

**IDEAL SKILLS & ABILITIES**

- Possess the desire to not only work with first-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.
- Possess a commitment to working with diverse populations, identities, and experiences.
- Demonstrate flexibility, creativity, humor, and dedication.
- Demonstrate the ability to serve as a role-model and mentor for new students by modeling integrity and inclusivity.
- Possess event or program planning, implementation and execution skills.
- Demonstrate exceptional interpersonal, organizational, leadership, and communication skills.

**RESPONSIBILITIES**

The First-Year Student Network is a non-credit opportunity for first-year students at CSU. Networks are made up of one upper-class Network Leader and a group (approximately 5-30) of first-year students. Groups meet regularly throughout the fall semester (biweekly for the first 10 weeks) and are based upon an interest, passion or identity.

Specific responsibilities include:

- Assist first-year students with their transition to Colorado State University (CSU) by co-facilitating a Network.
- Develop and implement a comprehensive, 12-week long schedule, and curriculum for your respective Network.
- Meet regularly with Coordinator for Transition Programs and plan weekly/biweekly meetings/programs or events for your Network.
- Facilitate and/or execute Network meeting, programs or events for your assigned Network.
- Communicate regularly, effectively, and efficiently, including outside of Network meeting times with first-year students registered for group during the summer as well as throughout the fall semester.
- Participate in and assist with the coordination of program wide events including the Kickoff, tailgate, Homecoming celebration, and more.
- Maintain contacts in online system with information and attendance of students in your Network.
- Meet 1:1 regularly with the Coordinator for Transition Programs, as well as with students registered for your Network.
- Attend all Spring Trainings and fall Leadership and Professional Development sessions (see schedule on page 2).
- Complete self-assessments online updating OTP staff on group activities as well as reflecting upon your experiences in trainings.
- Actively participate in other OTP programming, reports, and perform other duties as assigned.
TIME COMMITMENTS/IMPORTANT DATES

Note: Time conflicts will be handled on an individual basis, please contact Addy Rastall at addy.rastall@colostate.edu or 970-491-7388 with any questions.

<table>
<thead>
<tr>
<th>Spring 2016</th>
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<tbody>
<tr>
<td><strong>Date/Time</strong></td>
<td><strong>Activity</strong></td>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>Thursday, February 4, 2016 (7:00-8:00pm)</td>
<td>Applicant Information Session</td>
<td>LSC 310</td>
</tr>
<tr>
<td>Monday, February 8, 2016 (4:00-5:00pm)</td>
<td>Applicant Information Session</td>
<td>LSC 322</td>
</tr>
<tr>
<td>Wednesday, February 10, 2016 (5:00-6:00pm)</td>
<td>Applicant Information Session</td>
<td>Eddy 100</td>
</tr>
<tr>
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<td>LSC 310</td>
</tr>
<tr>
<td>Tuesday, February 16, 2016 (6:00-7:00pm)</td>
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**Wednesday, February 17, 2016 (5:00pm)**
APPLICATION DUE ONLINE
www.otp.colostate.edu

**Thursday, February 25, 2016 (6:00-8:30pm)**
Group Interviews (if selected)
Eddy Building

**March 2-10, 2016 (Various Times)**
Individual Interviews (if selected)
OTP Office, 202 Aylesworth Hall NE

**Friday, March 11, 2016 (by 5:00pm)**
Notification!

**Thursday, April 7, 2016 (3:30pm – 5:30pm)**
Staff Kickoff!
TBD

**Saturday, April 16, 2016 (9:00am-3:00pm)**
Peer Mentor Spring Retreat
TBD

**Thursday, April 21, 2016 (3:30pm – 5:30pm)**
Spring Training
TBD

**Weeks of April 25 – May 6 (By Appointment)**
1on1 with Coordinator
OTP Office, 202 Aylesworth Hall NE

**Fall 2016**

<table>
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<tr>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Wednesday, August 10 – Saturday August 13</td>
<td>First Year Network Leader Training</td>
<td>Campus, CSU Mountain Campus</td>
</tr>
<tr>
<td>Sunday, August 14 – Sunday, August 21</td>
<td>Ram Welcome (OPTIONAL)</td>
<td>CSU Campus</td>
</tr>
<tr>
<td>Tuesday, August 23, 2016 (5:30pm – 8:00pm)</td>
<td>First Year Student Network Kick Off!</td>
<td>LSC Theatre</td>
</tr>
<tr>
<td>Thursday, August 25, 2016 (3:30pm – 5:00pm)</td>
<td>Leadership and Professional Dev. #1</td>
<td>LSC</td>
</tr>
<tr>
<td>Thursday, September 1, 2016 (3:30pm-5:00pm)</td>
<td>Leadership and Professional Dev. #2</td>
<td>LSC</td>
</tr>
<tr>
<td>Thursday, September 8, 2016 (3:30pm-5:00pm)</td>
<td>Leadership and Professional Dev. #3</td>
<td>LSC</td>
</tr>
<tr>
<td>Thursday, September 15, 2016 (3:30pm-5:00pm)</td>
<td>Leadership and Professional Dev. #4</td>
<td>LSC</td>
</tr>
<tr>
<td>Thursday, September 22, 2016 (3:30pm-5:00pm)</td>
<td>Leadership and Professional Dev. #5</td>
<td>LSC</td>
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<tr>
<td>Thursday, September 29, 2016 (3:30pm-5:00pm)</td>
<td>Leadership and Professional Dev. #6</td>
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<tr>
<td>Thursday, October 6, 2016 (3:30pm-5:00pm)</td>
<td>Leadership and Professional Dev. #7</td>
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<td>Thursday, October 13, 2016 (3:30pm-5:00pm)</td>
<td>Leadership and Professional Dev. #8</td>
<td>LSC</td>
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<td>October 17 - October 28 (Times Vary)</td>
<td>1:1 with Coordinator</td>
<td>OTP Office, 202 Aylesworth Hall NE</td>
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<tr>
<td>Thursday, November 3, 2016 (5:00-7:00pm)</td>
<td>End of Program Celebration</td>
<td>LSC</td>
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*Network Leaders will also be expected to commit time to program-wide events including a tailgate, homecoming celebration, and more. This will require several weekend commitments during the fall semester. Dates dependent on athletic schedule for fall 2016.*

PERIOD OF EMPLOYMENT
The official period of employment will be from April, 2016 through November, 2016.

TERMS OF EMPLOYMENT
Network 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 & Transition Programs.

In addition, members of the Network Leader 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 OTP professional staff concerning First Year Student Network issues of any kind (personnel, programmatic, etc).

REMUNERATION
Compensation consists of $250 RamCash paid in 2 separate installments during the fall semester.
OTP STUDENT STAFF EXPECTATIONS
All staff members are required to agree to comply with every expectation as outlined in the OTP Student Staff Expectations 2016.

TO APPLY

• All applicants MUST attend ONE of the following mandatory applicant information sessions:

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• Visit www.otp.colostate.edu to complete the online application
  o Fill out application form.
  o Upload your resume.
  o Download availability grid from application site.
  o Complete availability grid and upload to your application.
  o Submit your application materials.

• If you have any difficulties, please contact Addy Rastall, Graduate Assistant for Transition Programs, at addy.rastall@colostate.edu.

• 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 Career Center also has an online résumé building service located at https://colostate.optimalresume.com/. For more information: http.career.colostate.edu.

SELECTION TIMELINE:

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