POSITION DESCRIPTION & APPLICATION INSTRUCTIONS
2016 RAM WELCOME LEADER

RAM WELCOME LEADER AS A STAFF MEMBER

Thank you for your interest in the Ram Welcome Leader (RWL) position with Orientation and Transition Programs. Ram Welcome Leaders are members of the Orientation and Transition Programs' staff and as such are 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 2016 Orientation Leaders. Indirectly, Ram Welcome Leaders report to the Student Coordinator for Orientation Programs (Denise Meeker) and the Assistant Director for Transition Programs (Keith Lopez).

ESSENTIAL QUALIFICATIONS

- Must be a full-time, undergraduate CSU student who will graduate in December 2015 or after who is in good disciplinary standing.
- Must have a minimum cumulative GPA of 2.6 at time of application.
- If selected, RWLs 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 authentic pride in the CSU experience.
- Must be available for ALL Ram Welcome Leader time commitments (“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 Keith Lopez, keith.lopez@colostate.edu, or 491-6011 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 Leader Training.
- Additionally, students who have already served as a Ram Welcome Leader for two consecutive fall Ram Welcome programs are ineligible to apply for the position.

IDEAL SKILLS & ABILITIES

- Possess the authentic desire to work with new 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 work effectively as a member of a team and be an effective and clear communicator with peers.
- 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 and be held to high expectations in order to do so.
- 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 Leaders are the primary mentors and role models for new students, families and guests during Ram Welcome.

Specific responsibilities include:

- Attend and fully participate in all Ram Welcome Leader training events and activities.
- Assist new first-year students in developing academic effectiveness, peer relationships and personal adjustment to CSU through small and large group discussions, individual peer interactions and large-scale programming.
- Serve as the primary workforce behind the implementation of 2016 Ram Welcome by guiding and connecting and serving as a resource to new students throughout the program as well as be knowledgeable about ALL Ram Welcome programs and events.
- Work collaboratively and closely with Orientation Leaders, Ram Welcome Leader Team and Residence Life Staff (Resident Assistants) to ensure that students are aware of and attending Ram Welcome events as required.
- Lead a small group of students through the Ram Welcome experience by setting a positive tone, creating excitement and energy for Ram Welcome programs, and having informal discussions with students regarding the transition to CSU.
- Facilitate structured small group meetings with a group of new students formally through group meetings as well as informally over group meals during program.
- Create an excellent, world-class customer experience for new students, family members and guests attending the Ram Welcome program.
- 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 Leader Team.
- Perform other duties as assigned.

**TIME COMMITMENTS/IMPORTANT DATES**

Note: Time conflicts will be handled on an individual basis, please contact Keith Lopez at keith.lopez@colostate.edu or 970-491-6011 with any questions. **If you are studying abroad during the Spring 2016 semester, you MUST contact Keith Lopez (above) in order to make alternate arrangements to interview.**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MUST PICK ONE TO ATTEND:</strong></td>
<td></td>
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<tr>
<td>Tuesday, March 22\textsuperscript{nd} (6:00pm-7:00pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-201</td>
</tr>
<tr>
<td>Wednesday, March 23\textsuperscript{rd} (7:00pm-8:00pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-201</td>
</tr>
<tr>
<td>Thursday, March 24\textsuperscript{rd} (5:00pm-6:00pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-201</td>
</tr>
<tr>
<td>Monday, March 28\textsuperscript{th} (5:30pm-6:30pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-201</td>
</tr>
<tr>
<td>Tuesday, March 29\textsuperscript{th} (6:00pm-7:00pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-201</td>
</tr>
<tr>
<td><strong>Wednesday, March 30\textsuperscript{th} by 5:00pm</strong></td>
<td><strong>APPLICATION DUE ONLINE</strong></td>
<td><strong><a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></strong></td>
</tr>
<tr>
<td>Wednesday, April 6\textsuperscript{th}, Thursday, April 7\textsuperscript{th}, or Tuesday, April 12\textsuperscript{th} (Between 5:30pm and 9:30pm)</td>
<td>Interview Night (if selected)</td>
<td>Aylesworth Hall NE, Room 202</td>
</tr>
<tr>
<td>April 18, 2016</td>
<td>RWL Notification</td>
<td>-</td>
</tr>
<tr>
<td>Wednesday, April 27\textsuperscript{th} (6:00pm-8pm)</td>
<td>Staff Kickoff!</td>
<td>Lory Student Center Theatre</td>
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**Fall 2016**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
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<tbody>
<tr>
<td>Sunday, August 14\textsuperscript{th} (10:00am-8:30pm)</td>
<td>Ram Welcome Leader Training</td>
<td>Various Locations</td>
</tr>
<tr>
<td>Monday, August 15\textsuperscript{th} (8:00am-8:30pm)</td>
<td>Ram Welcome Leader Training</td>
<td>Various Locations</td>
</tr>
<tr>
<td>August 18\textsuperscript{th}-21\textsuperscript{st}, 2016 (FULL Days)</td>
<td>Ram Welcome</td>
<td>Various Locations</td>
</tr>
</tbody>
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**PERIOD OF EMPLOYMENT**

The official period of employment will be from April, 2016 through August, 2016.

**TERMS OF EMPLOYMENT**

Ram Welcome 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, Ram Welcome Leaders 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 Orientation and Transition Programs staff, concerning issues of any kind.

**REMUNERATION**

The Ram Welcome Leader position is a volunteer experience; however additional benefits for students beyond the overall Ram Welcome Leader experience consists of the choice between a ticket to the Rocky Mountain Showdown (CSU vs. CU game) or $30 RamCash (to be paid after the second week of the fall semester), as well as a Ram Welcome t-shirt and meals in the residence halls during the Ram Welcome program. Training during the spring is 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 Member Expectations 2016.

**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, Assistant Director, Transition Programs, at keith.lopez@colostate.edu or 970-491-6011.
- 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.
## Selection Timeline

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>March 30th by 5:00pm</td>
<td>Completed Applications Due online at <a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
</tr>
<tr>
<td>April 1st</td>
<td>Interview Notification</td>
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<tr>
<td>April 6th, 7th or 12th</td>
<td>Interviews (if selected)</td>
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<tr>
<td>April 18th</td>
<td>Ram Welcome Leader Notification</td>
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