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 Collaborative for Student Achievement, the Division of Student Affairs, and the Division of Academic Affairs. This position reports directly to the 2019 Orientation Leaders. Indirectly, Ram Welcome Leaders report to the Student Coordinator for Orientation Programs (Max Peterson) and the Associate Director for Orientation and Transition Programs (Keith Lopez).

**ESSENTIAL QUALIFICATIONS**

- Must be a full-time, undergraduate CSU student who will graduate in December 2019 or after who is in good disciplinary standing with the university.
- 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 volunteering.
- 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 22-25, 2019). (Scheduling conflicts are handled on an individual basis – please contact Keith Lopez at 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):
  - 2019-2020 Resident Assistants and Inclusive Community Assistants
  - 2019-2020 Residence Hall Community Desk Staff Members and Community Desk Managers
  - 2019-2020 Residence Hall Association (RHA)/National Residence Hall Honorary (NRHH) Officers
  - 2019-2020 SLICE Student Staff Members
  - 2019-2020 Key Communities Mentors
  - 2019-2020 Global Village Mentors
  - 2019-2020 Education Abroad Peer Advisors
  - Fall 2019 Bookstore Rush Workers
- Students who are employed by a Student Diversity Programs and Services (SDPS) Office for the 2019-2020 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 2019-2020 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**

The Ram Welcome Leader position is a volunteer experience. 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 2019 Ram Welcome by guiding, 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, Inclusive Community Assistants, and other Student Leaders) 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 as well as diversity/appreciation of difference in new
students and within the 2019 Ram Welcome Leader Team.

- Demonstrate a commitment to upholding the CSU Principles of Community.
- 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 2019 semester, you MUST contact Keith Lopez (above) in order to make alternate arrangements to interview.**

### Spring 2019

<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>
<td></td>
</tr>
<tr>
<td>Tuesday, March 26th</td>
<td>Applicant Information Session</td>
<td>Clark A-102</td>
</tr>
<tr>
<td>Wednesday, March 27th</td>
<td>Applicant Information Session</td>
<td>Clark A-102</td>
</tr>
<tr>
<td>Thursday, March 28th</td>
<td>Applicant Information Session</td>
<td>Clark A-102</td>
</tr>
<tr>
<td>Monday, April 1st</td>
<td>Applicant Information Session</td>
<td>Clark A-102</td>
</tr>
<tr>
<td>Tuesday, April 2nd</td>
<td>Applicant Information Session</td>
<td>Clark A-102</td>
</tr>
<tr>
<td>Wednesday, April 3rd</td>
<td>Applicant Information Session</td>
<td>Clark A-103</td>
</tr>
<tr>
<td><strong>Wednesday, April 3rd by 11:59pm</strong></td>
<td>APPLICATION DUE ONLINE</td>
<td><a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
</tr>
<tr>
<td>Sunday, April 7th</td>
<td>Interview Night (if selected)</td>
<td>Collaborative for Student Achievement, Stadium East</td>
</tr>
<tr>
<td>Tuesday, April 10th</td>
<td>RWL Notification</td>
<td>-</td>
</tr>
<tr>
<td>Wednesday, May 1st</td>
<td>Staff Kickoff!</td>
<td>Behavioral Sciences 131</td>
</tr>
</tbody>
</table>

### Fall 2019

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, August 18th</td>
<td>Ram Welcome Leader Training</td>
<td>Various Locations</td>
</tr>
<tr>
<td>Monday, August 19th</td>
<td>Ram Welcome Leader Training</td>
<td>Various Locations</td>
</tr>
<tr>
<td>Thursday, August 22nd</td>
<td>Ram Welcome</td>
<td>Various Locations</td>
</tr>
<tr>
<td><strong>Please note, depending on residence hall assignment, some RWLs will be asked to work on Wed. August 21st for move-in for residential learning communities.</strong></td>
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</table>

**VOLUNTEER COMMITMENT**
The official period of volunteering will be from April 2019 through August 2019.

**VOLUNTEER TERMS**
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 (no exceptions)**. 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.

**OTP STUDENT STAFF EXPECTATIONS**
All volunteers are required to agree to comply with every expectation as outlined in the OTP Student Staff Member Expectations 2019.

**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 and submit the online application (including resume and personal statement).
- If you have any difficulties, please contact Keith Lopez, Associate Director, Orientation and Transition Programs, at keith.lopez@colostate.edu or 970-491-6011.

**SELECTION TIMELINE**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 3rd by 11:59pm</td>
<td>Completed Applications Due online at <a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
</tr>
<tr>
<td>April 8th</td>
<td>Interview Notification</td>
</tr>
<tr>
<td>April 10th, 11th or 16th</td>
<td>Interviews (if selected)</td>
</tr>
<tr>
<td>April 23rd</td>
<td>Ram Welcome Leader Notification</td>
</tr>
</tbody>
</table>