Orientation & Transition Programs creates dynamic, student-centered experiences to inspire purposeful transitions.

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 2020 Orientation Leaders. Indirectly, Ram Welcome Leaders report to the Student Coordinator for Orientation Programs (Kim Pannell) 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 2020 or after who is in good disciplinary standing with the university.
- It is preferred that applicants have a minimum cumulative GPA of a 2.6 at the time of application. Because we value student academic success, applicants with a GPA between 2.0 and 2.6, if hired, will be required to complete an academic success and improvement plan with supervisor in order to be eligible to serve in position.
- 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 the Ram Welcome Program (FULL DAYS August 20-23, 2020). (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):
  - 2020-2021 Resident Assistants and Inclusive Community Assistants
  - 2020-2021 Residence Hall Community Desk Staff Members and Community Desk Managers
  - 2020-2021 Residence Hall Association (RHA)/National Residence Hall Honorary (NRHH) Officers
  - 2020-2021 SLICE Student Staff Members
  - 2020-2021 Key Communities Mentors
  - 2020-2021 Global Village Mentors
  - 2020-2021 Education Abroad Peer Advisors
  - Fall 2020 Bookstore Rush Workers
- Students who are employed by a Student Diversity Programs and Services (SDPS) Office for the 2020-2021 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 2020-2021 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 without approval from supervisors.

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 2020 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, 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 2020 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 with any questions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, April 12th by 11:59pm</td>
<td>APPLICATION DUE ONLINE</td>
<td><a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
</tr>
<tr>
<td>April 20th-May 1st</td>
<td>RWL Interviews</td>
<td>Various Times</td>
</tr>
<tr>
<td>Wednesday, May 6th</td>
<td>RWL Notification</td>
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**Spring 2020**

All Applicants are asked to attend a virtual (video call/voice call) Applicant Information Session via Zoom to be held at the following dates and times:

- Wednesday, April 1, 2020 - 6pm-7pm
- Thursday, April 2, 2020 - 12pm-1pm
- Monday, April 6, 2020 - 4pm-5pm
- Tuesday, April 7, 2020 - 7pm-8pm
- Wednesday, April 8, 2020 - 5pm-6pm
- Thursday, April 9, 2020 - 4pm-5pm
- Sunday, April 12, 2020 - 5pm-6pm

To attend one of these info sessions via computer, join Join Zoom Meeting at those times by clicking on the following link: https://zoom.us/j/194054951

**If you need an accommodation or need to attend an info session an alternate way, please contact Keith Lopez @ keith.lopez@colostate.edu.**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Sunday, August 16th</td>
<td>Ram Welcome Leader Training</td>
<td>Various Locations</td>
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<tr>
<td>Monday, August 17th</td>
<td>Ram Welcome Leader Training</td>
<td>Various Locations</td>
</tr>
<tr>
<td>Thursday, August 20th  - Sunday, August 23rd (FULL Days)</td>
<td>Ram Welcome</td>
<td>Various Locations</td>
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**VOLUNTEER COMMITMENT**

The official period of volunteering will be from May 2020 through August 2020.

**VOLUNTEER TERMS**

Ram Welcome Leaders must remain in good academic standing during affiliation with Orientation and Transition Programs. **If applicant has a GPA of a 2.0-2.6, they will be required to complete an academic success and improvement plan with supervisor in order to be eligible to serve in position.** 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 2020.

**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.

**SELECTION TIMELINE**

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>April 12th 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 15th</td>
<td>Interview Notification</td>
</tr>
<tr>
<td>April 20th, May 1st</td>
<td>Interviews (if selected)</td>
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<tr>
<td>May 6th</td>
<td>Ram Welcome Leader Notification</td>
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