Thank you for your interest in the Ram Welcome Leader (RWL) position with Orientation and Transition Programs. The Ram Welcome 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 Orientation Leaders. Indirectly, Ram Welcome Leaders report to the Student Coordinator for Orientation Programs- Programming (Karen Eichel), the Coordinator for Orientation Programs (Zach Mercurio) and the Coordinator for First and Second Year Programs (Keith Lopez).

**ESSENTIAL QUALIFICATIONS**

- Must be a full-time, undergraduate CSU student who will graduate in December 2012 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 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 16th-19th, 2012). (Scheduling conflicts will be handled on an individual basis – please contact Keith Lopez, keith.lopez@colostate.edu, or 491-4304 with any concerns).
- Students who hold the following positions are ineligible to apply (due to conflicting time commitments and overlapping responsibilities):
  - 2012-2013 Resident Assistants/ GUIDE Staff Members
  - 2012 Residence Hall R.A.M.S. Team Members
  - 2012-2013 SLICE Student Staff Members
  - 2012-2013 Key Communities Mentors
  - Fall 2012 Bookstore Rush
- Students who are employed by a Student Diversity Programs and Services (SDPS) Office for the 2012-2013 academic year are eligible to apply, but must contact respective supervisor and Orientation & Transition Programs in order to discuss potential conflicts.

**IDEAL SKILLS & ABILITIES**

- Possess the desire to work with 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 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.
- 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: Experience CSU!

Specific responsibilities include:

- Attend and fully participate in all Ram Welcome Leader training events and activities (see below for comprehensive list of time commitments).
- Assist first-year, international, transfer and adult learner students in developing peer relationships through intentional connections and large scale programs.
- Serve as the primary workforce behind the implementation of 2012 Ram Welcome by guiding and connecting new students during the program.
- Serve as a resource to new students and families and be knowledgeable about ALL Ram Welcome programs and events.
- Work collaboratively 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 transition to CSU.
- Facilitate small group conversations with 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, 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 2012 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 970-491-4304 with any questions. **If you are studying abroad during the Spring 2012 semester, you MUST contact Keith Lopez (above) in order to make alternate arrangements to interview.

Spring 2012

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Wednesday, March 21st (5:30pm-6:30pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-101</td>
</tr>
<tr>
<td>Thursday, March 22nd (5:00pm-6:00pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-101</td>
</tr>
<tr>
<td>Monday, March 26th (5:30pm-6:30pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-101</td>
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<tr>
<td>Tuesday, March 27th (7:00pm-8:00pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-104</td>
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<tr>
<td>Thursday, March 29th (6:00pm-7:00pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-101</td>
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</tbody>
</table>

**PERIOD OF EMPLOYMENT**
The official period of employment will be from April, 2012 through August, 2012.

**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, members of the Ram Welcome 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 Orientation Leaders, Keith or Zach, concerning issues of any kind.

**RENUMERATION**
Compensation consists of $75 RamCash paid after the second week of the fall semester. 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 2012.

**TO APPLY**
- All applicants **MUST** attend **ONE** mandatory applicant information sessions (see above for dates/times and locations):
  - 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).
    - Submit your application materials.
- If you have any difficulties, please contact Keith Lopez, Coordinator for First and Second Year Programs, at keith.lopez@colostate.edu or 970-491-4304.
- **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 at the Lory Student Center in room 116 LSC. The Career Center also has an online résumé building service located at [https://colostate.optimalresume.com](https://colostate.optimalresume.com). For more information: http://career.colostate.edu.

**SELECTION TIMELINE**

<table>
<thead>
<tr>
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<th>Activity</th>
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<tr>
<td>March 28th by 5pm</td>
<td>Completed Applications Due online at <a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
<td></td>
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<tr>
<td>March 28th-30th</td>
<td>Application Screening</td>
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<tr>
<td>March 30th</td>
<td>Group Interview Notification</td>
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<tr>
<td>April 3rd &amp; 4th</td>
<td>Group Interviews (if selected)</td>
<td></td>
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<tr>
<td>April 13th</td>
<td>Ram Welcome Leader Notification</td>
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