POSITION DESCRIPTION & APPLICATION INSTRUCTIONS

2013 RAM WELCOME EVENT ASSISTANT

RAM WELCOME EVENT ASSISTANT AS A STAFF MEMBER

Thank you for your interest in the Ram Welcome Event Assistant position with Orientation and Transition Programs. The Ram Welcome Event Assistant 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 Student Coordinator for Program Support (Matthew Cleland) and the Assistant Coordinator for Orientation and Transition Programs (Dani Dummermuth) and indirectly to the Assistant Director for First and Second Year Programs (Keith Lopez).

ESSENTIAL QUALIFICATIONS

- Must be a full-time, undergraduate CSU student who will graduate in December 2013 or after and who is in good academic and disciplinary standing.
- Must have a minimum cumulative GPA of 2.6 at time of application.
- If selected, Ram Welcome Event Assistants 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 Event Assistant time commitments (“Time Commitment” section on page 2).
- Must be available for entire Ram Welcome Program (FULL DAYS August 22nd-25th). (Scheduling conflicts will be handled on an individual basis – please contact Dani Dummermuth, dani.dummermuth@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):
  - 2013-2014 Resident Assistants / GUIDE Staff Members
  - 2013 Residence Hall R.A.M.S. Team Members/ Front Desk Staff Members
  - 2013-2014 Residence Hall Association (RHA)/National Residence Hall Honorary (NRHH) Officers
  - 2013-2014 Key Communities Mentors
  - Fall 2013 Bookstore Rush
  - 2013-2014 Student Diversity Programs and Services (SDPS) Student Staff

IDEAL SKILLS & ABILITIES

- Possess the willingness to perform as a team with a strong work ethic, clear communication, commitment to accuracy, collaboration, and the highest quality results.
- Ability to work with minimal direction and produce quality results in an efficient manner.
- Possess the desire to implement a program that supports 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 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 Event Assistants serve as the primary workforce behind the implementation of 2013 Ram Welcome and work during the week of August 20-25, 2013 only.

Specific responsibilities include:

- Provide substantial on-site support to Orientation and Transition Programs and the various Ram Welcome Event Coordinators with event production and general assistance for events; including (but not limited to): set-up, tear down, and preparation for the Ram Welcome Carnival, Ramapalooza, Convocation, the Parent & Family Reception, Transfer/Adult/Student Veteran programming and more.
- Support the Orientation and Transition Programs Office Assistants by assisting with various administrative duties as needed related to preparation for the Ram Welcome program.
- Attend and fully participate in all Ram Welcome Event Assistant training events and activities (see below for comprehensive list of time commitments).
- Be knowledgeable regarding ALL Ram Welcome programs and events as well as details for ensuring events occur successfully.
- 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 2013 Ram Welcome Event Assistant team.
- Perform other duties as assigned.
TIME COMMITMENTS/IMPORTANT DATES

Note: Time conflicts will be handled on an individual basis, please contact Dani Dummermuth at dani.dummermuth@colostate.edu or 970-491-6011 with any questions. **If you are studying abroad during the Spring 2013 semester, you MUST contact Dani Dummermuth (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>Wednesday, April 24, 2013 by 5:00 pm</td>
<td>APPLICATION DUE ONLINE</td>
<td><a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
</tr>
<tr>
<td>Week of April 29, 2013</td>
<td>Individual Interviews (if selected)</td>
<td>Aylesworth Hall NE, Room 202</td>
</tr>
<tr>
<td>Monday, May 6, 2013 6-7pm</td>
<td>Staff Kickoff!</td>
<td>Aylesworth Hall NE, Room 315</td>
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**Fall 2013**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday, August 20th (noon-5:00pm)</td>
<td>Ram Welcome Event Assistant Training</td>
<td>Lory Student Center</td>
</tr>
<tr>
<td>Wednesday, August 21, 2013 (10:00am-2:00pm)</td>
<td>Ram Welcome Event Assistant Training</td>
<td>Lory Student Center</td>
</tr>
<tr>
<td>August 22nd-25th, 2013</td>
<td>Ram Welcome</td>
<td>Various Locations</td>
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PERIOD OF EMPLOYMENT

The official period of employment will be from August 20th-25th, 2013 ONLY.

TERMS OF EMPLOYMENT

Ram Welcome Event Assistants 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 Event Assistant 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 Matt, Dani, or Keith concerning issues of any kind.

REMUNERATION

Compensation consists of an hourly wage as scheduled by the official student wage scale of the University with a starting base no lower than $8.50 per hour.

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 2013.

TO APPLY

- 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 Dani Dummermuth, Assistant Coordinator for Orientation and Transition Programs, at dani.dummermuth@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 @ the Lory Student Center in room 116 LSC. The Career Center also has an online résumé building service located at https://colostate.optimalresume.com/. For more information: career.colostate.edu.

SELECTION TIMELINE

<table>
<thead>
<tr>
<th>Date (in any format)</th>
<th>Event/Notification</th>
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<tbody>
<tr>
<td>April 24th 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 25th &amp; 26th</td>
<td>Application Screening</td>
</tr>
<tr>
<td>April 26th</td>
<td>Individual Interview Notification</td>
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<tr>
<td>Week of April 29th</td>
<td>Individual Interviews</td>
</tr>
<tr>
<td>May 3rd</td>
<td>Ram Welcome Event Assistant Notification</td>
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