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 (Courtney Miller), the Assistant Director for Orientation Programs (Zach Mercurio) and 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 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 22nd-25th, 2013). (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):
  - 2013-2014 Resident Assistants/ GUIDE Staff Members
  - 2013 Residence Hall Front Desk Staff/R.A.M.S. Team Members
  - 2013-2014 Residence Hall Association (RHA)/National Residence Hall Honorary (NRHH) Officers
  - 2013-2014 Key Communities/ Global Village Mentors
  - Fall 2013 Bookstore Rush Workers

- Students who are employed by a Student Diversity Programs and Services (SDPS) Office for the 2013-2014 academic year ARE **eligible** to apply, but must contact respective supervisor and Orientation & Transition Programs in order to discuss potential conflicts.
- 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.
- 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 new students in developing peer relationships through intentional connections and large scale programs.
- Serve as the primary workforce behind the implementation of 2013 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 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 transition to CSU.
- Facilitate structured small group conversations 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, 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 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 2013 semester, you MUST contact Keith Lopez (above) in order to make alternate arrangements to interview.

### Spring 2013

<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>
<tr>
<td>Tuesday, March 26th (6:00pm-7:00pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-101</td>
</tr>
<tr>
<td>Wednesday, March 27th (7:00pm-8:00pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-101</td>
</tr>
<tr>
<td>Thursday, March 28th (5:00pm-6:00pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-101</td>
</tr>
<tr>
<td>Monday, April 1st (5:30pm-6:30pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-101</td>
</tr>
<tr>
<td>Tuesday, April 2nd (6:00pm-7:00pm)</td>
<td>Applicant Information Session</td>
<td>Clark A-204</td>
</tr>
<tr>
<td>Wednesday, April 3rd by 5:00pm</td>
<td><strong>APPLICATION DUE ONLINE</strong></td>
<td><a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
</tr>
<tr>
<td>Tuesday, April 9th &amp; Wednesday, April 10th (Between 5pm and 10pm)</td>
<td>Interview Night (if selected)</td>
<td>Aylesworth Hall NE, Room 202</td>
</tr>
<tr>
<td>April 19, 2013</td>
<td>RWL Notification</td>
<td>-</td>
</tr>
<tr>
<td>Wednesday, May 1, 2013 (6:00pm-8pm)</td>
<td>Staff Kickoff!</td>
<td>Behavioral Sciences Building, 131</td>
</tr>
</tbody>
</table>

### Fall 2013

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, August 18th (10:00am-8:00pm)</td>
<td>Ram Welcome Leader Training</td>
<td>TBD</td>
</tr>
<tr>
<td>Monday, August 19th (8:00am-8:00pm)</td>
<td>Ram Welcome Leader Training</td>
<td>TBD</td>
</tr>
<tr>
<td>August 22nd-25th, 2013 (FULL Days)</td>
<td>Ram Welcome</td>
<td>Various Locations</td>
</tr>
</tbody>
</table>

### PERIOD OF EMPLOYMENT
The official period of employment will be from April, 2013 through August, 2013.

### 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 Leaders, Courtney, Keith or Zach, 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 a ticket for each Ram Welcome Leader to the Rocky Mountain Showdown (CSU vs. CU game), a Ram Welcome t-shirt, $30 RamCash to be paid after the second week of the fall semester, as well as 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 2013.

### TO APPLY
- All applicants **MUST** attend ONE mandatory applicant information session (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 @ 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](http.career.colostate.edu).

### SELECTION TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 3rd by 5:00pm</td>
<td>Completed Applications Due online</td>
<td><a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
</tr>
<tr>
<td>April 4th &amp; 5th</td>
<td>Application Screening</td>
<td></td>
</tr>
<tr>
<td>April 5th</td>
<td>Interview Notification</td>
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</tr>
<tr>
<td>April 8th &amp; 9th</td>
<td>Interviews (if selected)</td>
<td></td>
</tr>
<tr>
<td>April 19th</td>
<td>Ram Welcome Leader Notification</td>
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</tbody>
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