TRANSFER TRANSITION LEADER

Thank you for your interest in the Transfer Transition Leader position with Orientation and Transition Programs (OTP) & Transfer Programs @ CSU. The Transfer Transition Leader is a member of the Orientation and Transition Programs staff and as such is a 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 Coordinator for Orientation Programs and the Coordinator for Transition Programs.

ESSENTIAL QUALIFICATIONS

- Must be a full-time, CSU undergraduate student who will graduate in December 2018 or later.
- Must have transferred from another institution to CSU.
- Must be a CSU student in good academic AND disciplinary standing.
- Must have a minimum cumulative GPA of 2.6 at time of application (transfer students must have a 2.6 transfer GPA if application period falls during first semester at CSU).
- If selected, Transfer Transition Leaders must maintain a cumulative GPA of 2.6 throughout term of employment.
- Must have a strong desire to assist transfer students with their personal and academic adjustment to CSU.
- Must demonstrate a positive attitude and strong work ethic.
- Must have a desire and ability to work effectively in a team-oriented environment.
- Must demonstrate proven positive decision-making skills both personally and professionally.
- Must be able to maintain a high energy level, enthusiasm, and stamina while working long hours.
- Must be committed to developing and taking leadership, communication, and customer experience skills to a new level.
- Must be willing to learn and grow through the position.
- Must demonstrate pride in the CSU experience.
- Must be available for ALL Transfer Transition Leader time commitments including all training times (see "Time Commitment" section)
- Must be available for transfer programming throughout the summer and fall including Ram Orientation for Transfer Students and Transfer Ram Welcome, as well as all of the dates listed within this application.
- Must be available from 3:30pm-5:00pm on Wednesdays during the Spring Semester for trainings (beginning February 28, 2018)
- Must be committed to being at all mandatory dates listed below.
- Must agree to all of the OTP expectations outlined in the application.

IDEAL SKILLS & ABILITIES

- Possess the desire to work not only with transfer students, but also with faculty and staff members from across campus.
- Possess the ability to be an effective and clear communicator with peers and exhibit a commitment to the team.
- Possess a commitment to working with diverse populations, identities, and experiences.
- Demonstrate flexibility, creativity, humor, and dedication.
- Demonstrate the ability to serve as a role-model and mentor for new transfer students by modeling integrity and inclusivity.
- Possess event or program planning, implementation, and execution skills.

RESPONSIBILITIES

Orientation and Transition Programs provides opportunities for transfer students to transition into and become a part of the CSU Community. Transfer students have the opportunity to connect through Ram Orientation for Transfer Students, Transfer Ram Welcome, and Transfer Student Networks, as well as other fall programming and outreach opportunities through Transfer Programs @ CSU. Transfer Transition Leaders (a team of 10 students) serve as the primary student leadership team behind the implementation of these programs. Members of the Transfer Transition Leader Team work with various offices, departments, and organizations on the CSU campus to plan, market, and implement programs specifically for transfer students at CSU as well as serve as the primary mentors and role-models for new transfer students during the various orientation and transition programs for transfer students.

Overall Transfer Transition Leader Responsibilities:

- Attend and fully participate in all Transfer Transition Leader training events and activities during the spring, summer, and fall (see pg. 2 for general time commitments).
- Assist transfer students in developing academic effectiveness, peer relationships and personal adjustment to CSU through small and large group experiences, individual peer interactions, and educational presentations during Ram Orientation for Transfer Students, Transfer Ram Welcome, and fall semester transfer transition programs.
- Assist new transfer students in their successful transition to CSU by facilitating involvement opportunities, promoting a sense of belonging to the CSU community and greater Fort Collins community, and providing resources for personal and academic success through programming for new transfer students.
- Lead small groups of transfer students through orientation programs by setting a positive tone, creating excitement and energy, and having both formal and informal discussions with students regarding their transition to CSU.
- Serve as primary student staff for Ram Orientation for Transfer Students sessions on May 24, May 25, June 8, June 15, June 22, June 29, and July 13.
- Serve as primary student staff for Transfer Ram Welcome on August 16-17, 2018.
- Lead campus tours during Ram Orientation for Transfer Students for new students.
- Serve as presenters for educational sessions during orientation programs.
- Create an excellent customer experience for new students, parents, and family members during transfer orientation programs.
During the fall semester, attend weekly Transfer Transition Leader staff meetings and regular trainings as well as one on one meetings with your supervisor every other week.

During the fall semester, manage approximately 5 office hours a week in the Orientation and Transition Programs Office to be dedicated towards your specific responsibilities on the Transfer Transition Leader Team (see below for additional responsibilities).

During the fall semester, assist with phone, email, and in-person outreach to transfer students that are part of assigned group (Each Transfer Transition Leader will be assigned approximately 200-300 new transfer students to communicate with/to). Outreach is intentional and timely (regular weekly emails) with specific messaging tailored to the transfer student experience.

During the fall semester, each TTL will work with their caseload to do individualized follow-up for the Taking Stock Survey administered starting the 4th week of the semester.

Form positive and healthy relationships with assigned group of students by making connections and referring transfer students to appropriate campus resources as necessary.

Develop and demonstrate skills in facilitating small and large groups.

Develop and demonstrate team leadership, responsibility, and effective communication skills.

Demonstrate a commitment to the CSU Principles of community.

Serve as presenters for educational sessions around campus on transfer student trends and issues throughout the year.

Become familiar with the areas in the Division of Student Affairs and the Division of Academic Affairs, and convey accurate information at all times.

Actively participate in other OTP programming.

Perform other duties as assigned.

During the fall semester, members of the Transfer Transition Leader Team will work approximately 5 hours a week and will each be assigned to ONE of the following programs/roles to focus on as their primary responsibilities. All TTLs will have a role in helping with Marketing, Promotion, and Social Media. Assignment of fall responsibilities will happen after selection of the Transfer Transition Leader Team. Please note that the following responsibilities are subject to change.

- Residential Communities (Allison, Braiden, and Laurel Village)

- Transfer Student Networks
  - Explore Fort Collins
  - Global Interest
  - Leadership & Service
  - Outdoor Adventure

- Transfer Programs @ CSU Programming

- Marketing, Promotion, and Social Media

Residential Communities (Allison, Braiden, and Laurel Village)

- Along with supervisor (s) and Resident Assistants (RAs), develop programming and activities for residents on the transfer floors that assist students in the transition during their first semester at Colorado State University (CSU) and build community among residents.
- Meet regularly with RAs to discuss programming and resident needs.
- Conduct individual outreach to residents as needed based on Taking Stock conversations between residents and RAs.
- Prepare for programming in advance by coordinating with RAs on planning, marketing, and communication.
- Record attendance at programs, complete end of semester reports, and assist supervisor(s) with additional assessment as needed.

Transfer Student Networks:

- Assist transfer students with their transition to Colorado State University (CSU) by co-facilitating a Transfer Student Network group (a non-credit opportunity for transfer students to meet weekly for the first 8-10 weeks of the fall semester).
- Transfer Student Networks are made up of one Transfer Network Leader and a student group of approximately 10-20 transfer students. Communities are based upon a specific interest, passion or identity. Some groups may also have a faculty or staff mentor.
- Along with Faculty/Staff Mentor, develop a comprehensive schedule and curriculum for your respective Network.
- Meet as needed and communicate regularly with assigned Faculty/Staff Mentor (if present) to plan weekly meetings/programs or events for your community.
- Facilitate and/or execute weekly meeting, programs or events for your assigned Network.
- Communicate regularly, effectively, and efficiently, including outside of Network meeting times with students registered for group.
- Maintain contacts in online system with information and attendance of students in your Network.
- Meet 1:1 as needed with students registered for your Network.
- Complete end of program reports online updating OTP staff on Network activities as well as reflecting upon your experiences in trainings.

Transfer Programs at CSU Programming:

- Along with supervisor (s), develop a comprehensive, semester-long schedule of programs, activities, and marketing strategies that assist students in the transition during their first semester at Colorado State University (CSU) by coordinating intentional programs to meet their needs. Programming includes Transfer Programs Kickoff at the beginning of the semester, ongoing social and engagement programming for the first five weeks (ongoing programming after that), Intramural teams for transfer students, and maintaining the Transfer Student social media pages.
- Prepare for individual programs in advance, which includes but is not limited to marketing, preparing all program materials, and communicating details to all collaborating individuals, offices and/or departments, tracking attendance, as well as working with supervisor(s) on assessment of various programs.

Marketing, Promotion, and Social Media:

- Work closely with the Transfer Programs at CSU Programming TTL(s) to develop programs, activities, and marketing as discussed above.
- Assist supervisor(s) in maintaining the Transfer Student Facebook group by posting about Transfer Programs events, CSU events, and other programs as needed.
- Document activity at Transfer Programs events with photos and upload photos into a shared drive during office hours.
- Record attendance at Transfer Programs at CSU events and log attendance in online system during office hours.

**PERIOD OF EMPLOYMENT**
The official period of employment will be from February 2018 -- January 2019. Additionally, a limited number of Transfer Transition Leaders will have the option to stay on board working in the spring 2019 semester with spring start students (this is not a requirement of the position, but will be determined near the end of the fall semester) through an additional selection process.

**TERMS OF EMPLOYMENT**
Transfer Transition 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. Additionally, Transfer Transition 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 Brett Caskey and Rebecca Groh regarding transfer programs issues of any kind (personnel, programmatic, etc.). All Transfer Transition Leaders must agree to and maintain all of the OTP expectations outlined in the application. Staff members that do not maintain these standards will have their employment status subject to review.

**REMUNERATION**
Compensation consists of an hourly wage of $10.20 per hour.

**OTP STUDENT STAFF EXPECTATIONS**
All staff members are required to comply with every expectation as outlined in the OTP Student Staff Expectations 2018 and the expectations outlined within this application process.

**APPLICATION PROCESS**
- All applicants **MUST** attend ONE of the following mandatory applicant information sessions (If you are unable to attend an Application Information Session, you must e-mail Rebecca Groh at rebecca.groh@colostate.edu to make other accommodations prior to the last available information session):

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday, November 16, 2017 5:30pm – 6:30pm</td>
<td>Eddy Hall 100</td>
</tr>
<tr>
<td>Tuesday, November 28, 2017 4:30pm – 5:30pm</td>
<td>Lory Student Center 226-228</td>
</tr>
<tr>
<td>Wednesday, January 17, 2018 7:00pm – 8:00pm</td>
<td>Lory Student Center 372</td>
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<tr>
<td>Monday, January 22, 2018 5:00pm – 6:00pm</td>
<td>Lory Student Center 372</td>
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- Visit [www.otp.colostate.edu](http://www.otp.colostate.edu) to complete the online application:
  - Fill out application form
  - Upload your resume
  - Answer questions about your interest and motivation

- If you have any difficulties, please contact Rebecca Groh at rebecca.groh@colostate.edu.

- **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 each week in the Career Center @ the Lory Student Center in room 120 LSC. For more information visit: [http://www.career.colostate.edu](http://www.career.colostate.edu)

**SELECTION TIMELINE**

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<thead>
<tr>
<th>Activity</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Applications Due</td>
<td>January 24, 2018, no later than 5 p.m. online only</td>
</tr>
<tr>
<td>Group Interview</td>
<td>January 30, 2018</td>
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<tr>
<td>Individual Interviews</td>
<td>February 1 – 7, 2018</td>
</tr>
<tr>
<td>Notification of Position</td>
<td>February 9, 2018</td>
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<tr>
<td>Acceptance of Position Due</td>
<td>February 12, 2018, no later than 5 p.m. online only</td>
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<td>Date</td>
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<tr>
<td>March 1, 2018</td>
<td>6-8:00 p.m.</td>
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<td>March 3-4, 2018</td>
<td>Sat./Sun.</td>
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<td>March 7, 2018</td>
<td>3:30-5 p.m.</td>
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<td>March 12-16, 2018</td>
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<td>March 21, 2018</td>
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<td>March 28, 2018</td>
<td>3:30-5 p.m.</td>
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<td>April 4, 2018</td>
<td>3:30-5 p.m.</td>
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<td>April 11, 2018</td>
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<td>April 18, 2018</td>
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<td>April 25, 2018</td>
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<td>April 30-May 4</td>
<td>various</td>
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<td>May 21-23, 2018</td>
<td>8:00 a.m.-6:00 p.m.</td>
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<td>May 24, 2018</td>
<td>Full Day</td>
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<td>May 25, 2018</td>
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<td>June 8, 2018</td>
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<td>June 15, 2018</td>
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<td>July 13, 2018</td>
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<td>July 2018</td>
<td>Fall Planning Meeting</td>
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<td>August 12-13, 2018</td>
<td>Full Days</td>
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<td>August 14-15, 2018</td>
<td>Full Days</td>
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<td>August 15, 2018</td>
<td>Half Day</td>
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<td>August 16-17, 2018</td>
<td>Full Days</td>
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<td>Week of August 27</td>
<td>TBD</td>
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<td>Fall Semester</td>
<td>Various</td>
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<tr>
<td>December 6 &amp; 7, 2018 (dates subject to change)</td>
<td>Full Days</td>
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