RAM CONNECT LEADER
2019 POSITION DESCRIPTION

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

RAM CONNECT LEADER AS A MEMBER OF THE OTP TEAM

Thank you for your interest in the Ram Connect Leader position with Orientation and Transition Programs. The Ram Connect Leader (RCL) 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.

ESSENTIAL QUALIFICATIONS

- Must be a full-time, undergraduate student who will graduate in December 2019 or later.
- Must be a CSU student in good academic AND disciplinary standing.
- Must have a minimum cumulative GPA of 2.6 at time of application (first semester transfer students must have a 2.6 transfer GPA).
- If selected, RCLs must maintain a cumulative GPA of 2.6 throughout entire term of commitment.
- Must demonstrate a positive attitude and strong work ethic.
- Must have 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 when working long hours.
- Must be committed to develop and take 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 Ram Connect Leader time commitments including all training times (see page 2).
- Must be available for two (2) Ram Connect programs during the summer of 2019.
- Must be available from 4:45 p.m. – 6:15 p.m. on Thursdays beginning on March 28th for training.
- Must agree to all of the OTP Expectations outlined on page 4.

IDEAL SKILLS & ABILITIES

- Possess a commitment to diversity, inclusion, and social justice.
- Be an effective and clear communicator with peers.
- Demonstrate authenticity, flexibility, creativity, humor, and dedication.

RESPONSIBILITIES

The Ram Connect Leader will have various responsibilities, which include working in a positive manner with other members of the Orientation and Transition Programs team, CSU Mountain Campus staff, students, and peers.

Specific responsibilities include the following:

- Attend and fully participate in all Ram Connect Leader training events and activities.
- Attend and fully participate in two (2) of the Ram Connect: Mountain sessions.
- Lead a group of 10-15 new students through teambuilding exercises, discussions, and other activities.
- Educate new students about Colorado State University and the Principles of Community.
- Lead small group conversations surrounding identity, values, and goal development.
- Participate in and lead follow-up activities related to the CSU Mountain Campus activities (hiking, ropes courses, team building, etc.)
- Develop and demonstrate skills in facilitating small groups.
- Create an excellent, world-class customer experience for new students attending Ram Connect: Mountain.
- Develop and demonstrate team leadership, responsibility, and effective communication skills.
- Demonstrate commitment to upholding the CSU Principles of Community.

Ram Connect Leader Important Dates/ Time Commitments 2019

(Dates subject to minor changes)

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Thursday, March 28th (4:45pm-6:15pm)</td>
<td>Training Workshop</td>
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<td>Thursday, April 4th (4:45pm-6:15pm)</td>
<td>Training Workshop</td>
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<tr>
<td>Thursday, April 11th (4:45pm-6:15pm)</td>
<td>Training Workshop</td>
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Thursday, April 18th (4:45pm-6:15pm)  Training Workshop  
Thursday, April 25th (4:45pm-6:15pm)  Training Workshop  
Thursday, May 2nd (4:45pm-6:15pm)  Training Workshop  
Thursday, May 9th (4:45pm-6:15pm)  Training Workshop  
Saturday, June 8th (8:00am – 6:00pm)  Mountain Campus Training  
Friday, June 14th – Sunday, June 16th  Ram Connect: Mountain (First Year)  
Friday, June 21st – Sunday, June 23rd  Ram Connect: Mountain (First Year)  
Friday, June 28th – Sunday, June 30th  Ram Connect: Mountain (First Year)  
Friday, July 12th – Sunday, July 14th  Ram Connect: Mountain (First Year)  
Friday, July 19th – Sunday, July 21st  Ram Connect: Mountain (First Year)  
Sunday, August 25th (9:30 a.m. – 11:30 a.m.)  Ram Connect Participant Reunion during Ram Welcome

All Ram Connect Leaders must be available for at least two of the Ram Connect: Mountain Dates listed above

PERIOD OF COMMITMENT

The official period of this volunteer commitment will be from March 2019 – August 2019.

OTP STUDENT STAFF EXPECTATIONS

All staff members are required to agree to comply with every expectation as outlined in the 2019 OTP Student Staff Expectations (attached below).

APPLICATION PROCESS

- Please attend one of the following optional information sessions to learn more about the position:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monday, February 11th</td>
<td>Information Session 1</td>
<td>Eddy 100</td>
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<tr>
<td>Tuesday, February 12th</td>
<td>Information Session 2</td>
<td>Eddy 100</td>
</tr>
<tr>
<td>Monday, February 18th</td>
<td>Information Session 3</td>
<td>Eddy 100</td>
</tr>
<tr>
<td>Wednesday, February 20th</td>
<td>Information Session 4</td>
<td>Eddy 102</td>
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</tbody>
</table>

- Visit www.otp.colostate.edu to complete the online application
  - Fill out application form.
  - Upload your personal statement.

- If you have any difficulties, please contact Orientation and Transition Programs at Orientation@colostate.edu or 970-491-6011

- Interviewing Assistance: http://www.career.colostate.edu/

SELECTION TIMELINE

<table>
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<tr>
<th>Activity</th>
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<tr>
<td>Ram Connect Leader Applications Due</td>
<td>Wednesday, February 20th by 5:00 p.m.</td>
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<tr>
<td>Individual Interview Notification</td>
<td>Thursday, February 22nd</td>
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<tr>
<td>Individual Interviews (if selected)</td>
<td>February 25th — February 28th</td>
</tr>
<tr>
<td>Position Offer- RCL Notification</td>
<td>Friday, March 1st</td>
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2019 RAM CONNECT LEADER AGREEMENT AND OTP STUDENT STAFF EXPECTATIONS
Mission Statement

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

The following expectations have been established to ensure the best possible experience for students, family members, and guests who attend any OTP program and to promote and foster an inclusive and mission-centered Orientation Team that creates such experiences.

I recognize and value Orientation and Transition Programs at Colorado State University, and I will actively work to ensure its success and model its mission at all times.

I will strive to uphold and live out the Colorado State University Principles of Community.

I will strive to make all new students and their families and/or guests feel welcome. I will remember my position as a role model and be patient and understanding in my interactions with new students. As a representative of the University I will make every effort to represent both Colorado State University and me in the best light possible. I will be aware that my actions have the ability to influence people’s opinions of both the University and me.

I understand the implications of the personal and professional decisions I make have a direct impact on perceptions of myself, OTP, and the University. I understand that the unique, representative, and influential nature of this highly visible position, and will take responsibility for the experiences I create for others on behalf of OTP.

As a representative of the University I will make every effort to represent both Colorado State University and myself in the best light possible. I will be aware that my actions have the ability to influence people’s opinions of both the University and me.

I will not violate any Colorado State University policy, including those stated in the Student Handbook and the General Catalog.

I agree to continue serving as a role model during my entire time at Colorado State University.

I will continue to be a strong academic role model and maintain a minimum of a 2.6 GPA during the entire term of commitment.

I understand the role of a Ram Connect Leader requires me to be sensitive and open-minded to individual concerns and differences. I will not intentionally engage in any incidents of prejudice or biases related to gender, race, ethnic origin, sexual orientation, religion, ability, age, or appearance.

I will maintain a high level of professionalism. This includes, but is not limited to, abstaining from the use of profanity or inappropriate language, avoiding personal and romantic relationships with participants or direct supervisees or supervisors during the term of commitment, or talking poorly about other universities.

Fellow Ram Connect Leaders will act as my support and resource network. I will rely on them for assistance and will be ready to assist any member of the team.

I will consistently demonstrate positive support for, and respect toward, every individual member of the Ram Connect Team. This includes having timely conversations regarding feedback and working to create a positive team environment for everyone.

I will hold my team accountable for their actions. This includes having conversations about not meeting shared expectations, job performance, and other related issues. I will communicate respectfully, openly, honestly, and appropriately about what is on my mind. I also understand that I have people on staff who are there to serve as resources during tough times.

I will neither criticize, nor recommend, specific organizations or businesses to new students. I will, instead, provide objective and impartial information regarding specific Colorado State University organizations and services.

I will not wear or display paraphernalia related to any specific campus organizations with which I may be affiliated during Orientation and Transition programming.
I will abide by all the alcohol and drug policies as outlined by Colorado State University and the state of Colorado.

I understand that alcohol will not be present or any part of any scheduled or unscheduled Ram Connect function.

I will not participate in or condone underage drinking/marijuana use personally and/or amongst the Ram Connect Leader team’s members and/or participants. In addition to being illegal, it is not the culture of our Ram Connect Leader team.

If I am of legal drinking/marijuana use age (21), I will not wear Ram Connect paraphernalia at any place or event where I may be seen drinking alcohol or using marijuana, or where alcohol/marijuana is consumed (i.e. bars, parties, public events) before, during, or after my official commitment responsibilities within OTP.

If I am of legal drinking or marijuana consumption age (21), I will not arrive to any scheduled program or staff training under the influence or recovering from being under the influence of alcohol or other drugs.

I will respect and honor the confidentiality of student records and other student information that I may come across during Ram Connect.

I will be impartial when discussing specific courses, times, and instructors to ensure all students have an opportunity to create their own academic experience.

I will do my best to provide accurate information to participants. If I do not know the answer to a question, I will either find the answer or refer the person to the appropriate office or resource.

I will not say anything maliciously negative about Colorado State University or any other institution.

I will update and monitor my online community profiles including facebook.com, twitter, and all others to ensure that the information, pictures, groups, and any other public information are consistent with the contract of the position. This includes references, either explicit or implied, to underage alcohol consumption, illegal drug use, and any other inappropriate behavior. I understand that this agreement applies to me no matter what I set the privacy settings to.

I will be on time for all Ram Connect-related events and activities. I understand that my contributions to the team and to the program are unique and that if I am late or absent, the team and the program are not complete.

I will be present myself according to Ram Connect attire guidelines when specifically asked.

I understand that the position involves a demanding schedule, and that I will be required to work the hours necessary to create and maintain a successful program. This may include early mornings, late evenings and additional hours. I will commit any additional time and effort necessary to ensure that we are completely prepared every Ram Connect session.

I understand that this position may also be responsible for any office-related tasks to prepare Ram Connect.

I understand that all violations of this contract are serious and will be addressed on a case-by-case basis by the Coordinator for Orientation Programs. Violation of any of the above expectations can result in probation or termination from this position.