RAM WELCOME EVENT ASSISTANT
2019 POSITION DESCRIPTION & APPLICATION INSTRUCTIONS

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

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 Collaborative for Student Achievement, the Division of Student Affairs, and the Division of Academic Affairs. This position reports directly to the Coordinator for Transition Programs (Courtney Conrad) and indirectly to the Associate Director for Orientation and Transition Programs (Keith Lopez).

ESSENTIAL QUALIFICATIONS
- Must be a full-time, undergraduate CSU student who will graduate in December 2019 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 (see “Time Commitment” section on page 2).
- Must be available for entire Ram Welcome Program (FULL DAYS August 22-25, 2019). Scheduling conflicts will be handled on an individual basis – please contact Courtney Conrad at courtney.conrad@colostate.edu with any concerns.
- Students who hold the following positions are ineligible to apply (due to conflicting time commitments and overlapping responsibilities):
  - 2019-2020 Resident Assistants and Inclusive Community Assistants
  - 2019-2020 Residence Hall Community Desk Staff Members and Community Desk Managers
  - 2019-2020 Residence Hall Association (RHA)/National Residence Hall Honorary (NRHH) Officers
  - 2019-2020 SLiCE Student Staff Members
  - 2019-2020 Key Communities Mentors
  - 2019-2020 Global Village Mentors
  - 2019-2020 Education Abroad Peer Advisors
  - Fall 2019 Bookstore Rush Workers
- Students who are employed by a Student Diversity Programs and Services (SDPS) Office for the 2019-2020 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 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 Ram Welcome and work August 15-25, 2019 only.

- 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 Welcome, 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 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 2018 Ram Welcome Event Assistant team.
- Demonstrate a commitment to upholding the CSU Principles of Community.
- Perform other duties as assigned.
TIME COMMITMENTS/IMPORTANT DATES

Note: Time conflicts will be handled on an individual basis, please contact Courtney Conrad at courtney.conrad@colostate.edu with any questions. **If you are studying abroad during the Spring 2019 semester, you MUST contact Courtney Conrad (above) in order to make alternate arrangements to interview.

<table>
<thead>
<tr>
<th>Spring 2019</th>
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<tbody>
<tr>
<td>Date/Time</td>
<td>Activity</td>
<td>Location</td>
</tr>
<tr>
<td>Wednesday, April 24, 2019 by 5:00 pm</td>
<td>APPLICATION DUE ONLINE</td>
<td><a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
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<tr>
<td>Week of April 29, 2019</td>
<td>Individual Interviews (if selected)</td>
<td>TBD</td>
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<tr>
<th>Fall 2019</th>
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<tbody>
<tr>
<td>Date/Time</td>
<td>Activity</td>
<td>Location</td>
</tr>
<tr>
<td>Friday, August 15, 2019 (10am-5pm)</td>
<td>Ram Welcome Event Assistant Training</td>
<td>TBD</td>
</tr>
<tr>
<td>Monday, August 18, 2019 (8am-5pm)</td>
<td>Ram Welcome Event Assistant Training</td>
<td>TBD</td>
</tr>
<tr>
<td>Thursday, August 22–Sunday, August 25, 2019 FULL Days</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 15-25, 2019 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 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 $11.10 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 2019.

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).
- If you have any difficulties, please contact Courtney Conrad at courtney.conrad@colostate.edu or 970-491-6011.
- Résumé and Interviewing Assistance:
  Career Center Counselors are available if you need assistance with your resume and/or interviewing skills. You may contact The Career Center at (970) 491-5707 to schedule an individual appointment or stop by during drop in hours. For more information visit: www.career.colostate.edu.

SELECTION TIMELINE

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 24, 2019 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 26, 2019</td>
<td>Individual Interview Notification</td>
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<tr>
<td>Week of April 29, 2019</td>
<td>Individual Interviews</td>
</tr>
<tr>
<td>May 3, 2019</td>
<td>Ram Welcome Event Assistant Notification</td>
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