



POSITION DESCRIPTION 2019 TRANSFER TRANSITION LEADER

TRANSFER TRANSITION LEADER

Thank you for your interest in the **Transfer Transition Leader (TTL)** position with Orientation and Transition Programs (OTP). The TTL is a member of OTP 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 2019 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, TTLs **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** TTL time commitments including all training times (see "Mandatory Dates" section)
- Must be available for transfer programming throughout the summer and fall including Ram Orientation for Transfer Students, Transfer Ram Welcome, and Transfer Programs @ CSU outreach and events, as well as all of the dates listed within this application.
- Must be available from **3:00pm-4:30pm on Wednesdays during the Spring Semester for trainings (beginning February 13, 2019)**.
- 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 and Transfer Ram Welcome, as well as other fall programming and outreach opportunities through Transfer Programs @ CSU. TTLs (a team of **10 students**) serve as the primary student leadership team behind the implementation of these programs. Members of the TTL Team 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 TTL trainings, staff meetings, and supervisor one-on-ones during the spring, summer, and fall (see "Mandatory Dates" below).
- Serve as primary student staff for Ram Orientation for Transfer Students sessions on May 30, May 31, June 14, June 21, June 28, July 12, July 19, and in December.
 - Additionally, TTLs will partner with Orientation Leaders to serve as student staff for International Orientation and Online LIVE on August 20-21.
- Serve as primary student staff for Transfer Ram Welcome on August 22-23, 2019 and throughout the fall during Transfer Programs @ CSU events.
- Demonstrate a commitment to upholding the CSU Principles of Community.
- Assist new transfer students in developing academic effectiveness, peer relationships, and personal adjustment to CSU.
- Assist new transfer students in creating a successful transition to CSU.
- Create an excellent customer experience for new students, parents, and family members during all programs and events.
- Develop and demonstrate team leadership, responsibility, and effective communication skills.
- Perform other duties as assigned.

Summer Specific Duties

- Lead small and large 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.
- Lead campus tours during Ram Orientation for Transfer Students for new transfer students.
- Serve as presenters for educational sessions during orientation programs.

Fall Specific Duties

- Carry out Transfer Ram Welcome programming with supervisors, setting a positive tone, creating excitement and energy, and having both formal and informal discussions with students regarding their transition to CSU.
- Work approximately **5-10 a week** during the semester with programming, planning, and outreach for new students.
- Coordinate assigned aspects of programming with supervisor as necessary, which includes communication/marketing, planning of activities/events, and acquisition of materials.
- Attend all Transfer Programs @ CSU events during the semester and actively engage with program participants.
- Connect program participants to other TTLs, students, and campus resources as necessary.
- Track attendance at all events and report attendance to supervisor.
- For TTLs assigned to the **Transfer Residential Communities (Allison, Braiden, Laurel Village-Alpine)**:
 - Develop programming and activities for residents with supervisor and Resident Assistants (RAs) assigned to the transfer floors that assist students in the transition to CSU and build community among residents.
- Conduct outreach to students who complete the Transfer Taking Stock survey during the semester and student caseload who do not participate in Taking Stock, calling and emailing them to check in on their transition to CSU. Follow up with individual one-on-one meetings with students as necessary.

PERIOD OF EMPLOYMENT

The official period of employment will be from January 2019 – January 2020. Additionally, a limited number of TTLs will have the option to stay on board working in the spring 2020 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

All TTLs 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 OTP. Additionally, TTLs 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 TTLs 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 **\$11.10** per hour.

OTP STUDENT STAFF EXPECTATIONS

All staff members are required to comply with every expectation as outlined in the OTP Student Staff Expectations 2019 (see below) and the expectations outlined within this application process.

MANDATORY DATES

Date	Time	Activity
February 7, 2019	6-8:00 p.m.	Staff Kickoff
February 13, 2019	3-4:30 p.m.	Staff Training
February 20, 2019	3-4:30 p.m.	Staff Training
February 27, 2019	3-4:30 p.m.	Staff Training
March 2-3, 2019	Sat./Sun.	TTL Retreat
March 6, 2019	3-4:30 p.m.	Staff Training
March 13, 2019	3-4:30 p.m.	Staff Training
March 18-22, 2019	Spring Break!	
March 27, 2019	3-4:30 p.m.	Staff Training
April 3, 2019	3-4:30 p.m.	Staff Training
April 10, 2019	3-4:30 p.m.	Staff Training
April 17, 2019	3-4:30 p.m.	Staff Training
April 24, 2019	3-4:30 p.m.	Staff Training
May 1, 2019	3-4:30 p.m.	Staff Training
May 8, 2019	3-4:30 p.m.	Staff Training
Summer Training and Events		
May 28-29, 2019	8:00 a.m. -6:00 p.m.	Orientation Summer Training
May 30, 2019	Full Day	Session 1 Transfer Orientation
May 31, 2019	Full Day	Session 2 Transfer Orientation
June 14, 2019	Full Day	Session 3 Transfer Orientation
June 21, 2019	Full Day	Session 4 Transfer Orientation
June 28, 2019	Full Day	Session 5 Transfer Orientation

July 12, 2019	Full Day	Session 6 Transfer Orientation
July 19, 2019	Full Day	Session 7 Transfer Orientation
Fall Training and Events		
August 14-16, 2019	Full Days	International Orientation/Fall Training
August 20-21, 2019	Full Days	International Orientation
August 21, 2019	Half Day	Online Ram Orientation - LIVE
August 22-23, 2019	Full Days	Transfer Ram Welcome
Week of September 2	TBD	Weekly fall staff meetings begin
December 2019	TBD	Spring Transfer Orientation
January 2020	TBD	International Orientation/Online LIVE

APPLICATION PROCESS

- All applicants **MUST** attend **ONE** of the following mandatory applicant information sessions:

Date	Activity	Location
Monday, November 5 th (7:00 p.m. -8:00 p.m.)	Applicant Information Session 1	Clark A 102
Wednesday, November 7 th (6:00 p.m. – 7:00 p.m.)	Applicant Information Session 2	Clark A 102
Tuesday, November 13 th (5:00 p.m. – 6:00 p.m.)	Applicant Information Session 3	Clark A 102
Thursday, November 15 th (5:30 p.m. – 6:30 p.m.)	Applicant Information Session 4	Clark A 102

- Visit www.otp.colostate.edu to complete the online application
 - Fill out application form.
 - Upload your resume.
 - Upload your personal statement.
 - Submit your application materials.
- If you have any difficulties, please contact Rebecca Groh at Rebecca.Groh@colostate.edu.
- Resume and Interviewing Assistance:** <http://www.career.colostate.edu/>

Date	Activity
TTL Applications Due Online	Thursday, November 15 th , 11:59 p.m.
Group Interview Notification	Friday, November 16 th
Group Interviews (if selected)	Thursday, November 29 th
Individual Interview Notification	Friday, November 30 th (6:00 p.m. – 8:00 p.m.)
Individual Interviews (if selected)	Monday-Thursday, December 3 rd -6 th
Position Offers	Friday, December 7 th

Colorado State University

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2019 TRANSFER TRANSITION LEADER AGREEMENT AND OTP STUDENT STAFF EXPECTATIONS

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 you, other students, family members, and guests who attend any OTP program and to promote and foster an inclusive and mission-centered TTL 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.
- _____ 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 employment.
- _____ I understand the role of an Orientation and Transition Programs team member 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 employment, or talking poorly about other universities.
- _____ Fellow TTL team members 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 TTL 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 and drugs will not be present or any part of any scheduled or unscheduled Orientation and Transition Programs function.
- _____ I will not participate in or condone underage drinking or drug use personally and/or amongst team members and/or participants. In addition to being illegal, it is not the culture of our team.
- _____ If I am of legal drinking or marijuana consumption age (21), I will not wear Orientation and Transition Programs paraphernalia at any place or event where I may be seen consuming alcohol or marijuana, or where alcohol or marijuana is consumed (i.e. bars, parties, public events) before, during, or after my official employment 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.
- _____ 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, Instagram, Twitter, and all others social media platforms to ensure that the information, pictures, groups, and any other public information are consistent with the agreement 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 events, activities, and office hours. 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. Failing to be on time may cause the entire team to be earlier for the next assigned meeting, individually having to report earlier, or other ramifications.
- _____ I will be present myself according to Orientation and Transition Programs 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 program.
- _____ I understand that all violations of this agreement are serious and will be addressed on a case-by-case basis by OTP professional staff. Violation of any of the above expectations can result in probation or termination from this position.