

RAM CONNECT LEADER

2020 POSITION DESCRIPTION



ORIENTATION AND
TRANSITION PROGRAMS
COLORADO STATE UNIVERSITY

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 2020** or later.
- Must be a CSU student in good academic AND disciplinary standing.
- It is preferred that applicants have a minimum cumulative GPA of a 2.6 at the time of application. Because we value student academic success, applicants with a GPA between 2.0 and 2.6, if selected, will be required to complete an academic success and improvement plan with supervisor in order to be eligible to serve in position.
- 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 at least two (2) Ram Connect programs during the summer of 2020.
- **Must be available from 4:45 p.m. – 6:15 p.m. on Thursdays beginning on March 26th 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 at least 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 2020

(Dates subject to minor changes)

Date/Time	Activity
Thursday, March 26 th (4:45pm-6:15pm)	Training Workshop
Thursday, April 2 nd (4:45pm-6:15pm)	Training Workshop
Thursday, April 9 th (4:45pm-6:15pm)	Training Workshop
Thursday, April 16 th (4:45pm-6:15pm)	Training Workshop
Thursday, April 23 rd (4:45pm-6:15pm)	Training Workshop
Thursday, April 30 th (4:45pm-6:15pm)	Training Workshop
Thursday, May 7 th (4:45pm-6:15pm)	Training Workshop
Saturday, June 6 th (8:00am – 6:00pm)	Mountain Campus Training
Friday, June 12 th – Sunday, June 14 th	Ram Connect: Mountain (First Year)
Friday, June 26 th – Sunday, June 28 th	Ram Connect: Mountain (First Year)
Friday, July 10 th – Sunday, July 12 th	Ram Connect: Mountain (First Year and Transfer)
Friday, July 17 th – Sunday, July 19 th	Ram Connect: Mountain (First Year)
Sunday, August 23 rd (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 2020 – August 2020.

OTP STUDENT STAFF EXPECTATIONS

All staff members are required to agree to comply with every expectation as outlined in the *2020 Ram Connect Leader Agreement and OTP Student Staff Expectations* (attached below).

APPLICATION PROCESS

- Submit your online application no later than www.otp.colostate.edu to complete the online application
 - Fill out application form.
 - Upload 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

Activity	Date
Ram Connect Leader Applications Due	Thursday, February 13 th by 11:59 p.m.
Information Session and Group Interview	Thursday, February 20 th 6:00 p.m. to 8:00 p.m.
Individual Interview Notification	Friday, February 21 st
Individual Interviews (if selected)	February 24 th — February 27 th
Position Offer- RCL Notification	Friday, February 28 th



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2020 RAM CONNECT 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 Ram Connect Leader 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 participants feel welcome. I will remember my position as a role model and be patient and understanding in my interactions with participants. As a representative of the University I will make every effort to represent Colorado State University well. I will be aware that my actions have the ability to influence people's opinions of the University and the CSU experience.
- _____ I understand that my personal and professional decisions (both in person and via social media) have a direct impact on perceptions of myself, OTP, and the University. I understand 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.
- _____ I understand that throughout my time at CSU, I will continue to be viewed as a role model to those I have interacted with in this position.
- _____ I will continue to be in good academic standing during the time of employment. Should my cumulative GPA fall below a 2.6, I will complete an academic success plan with my supervisor.
- _____ I understand the role of an Orientation and Transition Programs staff member requires me to engage with individuals who have different identities, experiences and perspectives. I will commit to providing an environment that is free from discrimination that is based on (but not limited to) the following: race, age, creed, color, religion, national origin or ancestry, sex, gender disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.
- _____ I will maintain a high level of professionalism in this role. 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 staff 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 respect toward, and positive support for every member of the team. This includes having timely conversations regarding feedback and working to create a positive team environment for everyone.
- _____ I will not attempt to recruit students to on-campus or off-campus organizations that I am affiliated with, rather I will promote general campus involvement and the benefits therein. Additionally, 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 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 OTP function.
- _____ I will not participate in or condone underage drinking or drug use personally and/or amongst team members and/or participants.

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 in my role.

I will do my best to provide accurate information to program 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 be on time for all events, programs/activities, and office hours. Failing to be on time may have unintended impacts to the team and programs, therefore, it is essential to be on time.

I will present myself according to Orientation and Transition Programs attire guidelines as required by my position.

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.