OTP OFFICE ASSISTANT AS A STAFF MEMBER
Thank you for your interest in the Orientation and Transition Programs Office Assistant position with Orientation and Transition Programs (OTP). The OTP Office Assistant is a member of the Orientation and Transition Programs’ staff and as such is a part of the staff of the Center for Advising and Student Achievement (CASA), the Division of Student Affairs, and the Division of Academic Affairs. This position reports directly to the Assistant Coordinator for Orientation and Transition Programs (Dani Dummermuth). Indirectly, OTP Office Assistants report to the Director of Orientation and Transition Programs (Kerry Wenzler), the Assistant Director for Orientation Programs (Zach Mercurio), the Assistant Director for Transition Programs (Keith Lopez), the Coordinator for Orientation Programs (Amber Hoefer), the Coordinator for Transition Programs (Allie Fitz), and the Office Assistant Team Leaders (Lauryn Klopf and Alex Vasser).

REQUIRED QUALIFICATIONS
- Must be a full-time, undergraduate student who will graduate in December 2016 or later.
- Must be a CSU student in good standing.
- Must have a minimum cumulative GPA of 2.6 at time of application (first-year students must have a predicted 2.6 GPA and a 2.6 high school GPA).
- If selected, OTP Office Assistants must maintain a cumulative GPA of 2.6 throughout term of employment.
- Must possess ability to work behind-the-scenes on detail-oriented projects.
- Must demonstrate a positive attitude, strong work ethic, and a desire to work with people.
- Must be committed to develop and take leadership, communication, and customer experience skills to the next level.
- Must be willing to learn and grow through the position.
- Must demonstrate pride in the CSU experience.
- Must be able to move 30 pounds of program materials.
- Must be available for ALL OTP Office Assistant time commitments (please see “Time Commitments/Important Dates” section on page 2).
- Must be available to work Spring Semester 2016, between 8-10 hours a week.
- Must be available to work full time (40 hours/week) May 16 – August 21, 2016.
- Must be available to work Fall Semester 2016, between 8-10 hours a week.
- Must be available for all OTP programs as assigned.
- Staff members may not hold another job or take a summer session class during the summer period of employment unless approved by Dani.
- OTP Office Assistants are unable to serve in or apply for the following positions (no exceptions):
  - 2016-2017 Resident Assistants/GUIDE Staff Members
  - 2016 Residence Hall Front Desk Staff/R.A.M.S. Team Members
  - 2016-2017 Residence Hall Association (RHA)/National Residence Hall Honorary (NRHH) Officers
  - 2016-2017 Key Communities/Global Village Mentors
  - Fall 2016 Bookstore Rush Workers

PREFERRED QUALIFICATIONS
- Possess a commitment to multiculturalism, diversity, and inclusion.
- Be an effective and clear communicator.
- Demonstrate flexibility, creativity, humor, dedication, and attention to detail.
- Be able to create an excellent customer experience.

RESPONSIBILITIES
The OTP Office Assistant will have various responsibilities, which include working in a positive manner with other members of the Orientation and Transition Programs team, campus representatives, students, family members, and guests. OTP Office Assistants will assist with all OTP programs, including, but not limited to: First Year Mentoring Program, New Student Seminar, Ram Orientation, Ram Welcome, Transfer Programs @ CSU, and Year 2 @ CSU.

Specific responsibilities include:
- Coordinate and perform office functions such as answering phones, proofing and preparing materials, navigating the reservation system and Orientation and Transition Programs’ website, composing professional and accurate email correspondence, problem solving, etc.
- Attend and fully participate in all OTP Office Assistant training events and activities (please see “Time Commitments/Important Dates” section on page 2).
- Learn general information pertaining to the eight undergraduate colleges, Intra-University majors, and become familiar with the areas in the
Division of Student Affairs and the Division of Academic Affairs in order to convey accurate information at all times and assist students and their family members and guests effectively with questions pertaining to their transition.

- Complete special projects that require contacting departments/offices on and off the CSU campus, maintain organization and timelines, innovate and create new elements of projects in preparation for orientation and transition programs.
- Create an excellent customer experience for all students, family members, guests, and campus partners, including fellow Orientation and Transition Programs staff.
- Maintain a standard of professionalism in all manners of communication with students, family members, and guests as well as the professional and support staff, other CSU staff, and any contact outside of the CSU community to which you represent the university and the Orientation and Transition Programs department.
- Perform program preparation which includes, but is not limited to, preparing all materials, organizing and preparing program check-ins, double checking materials for accuracy, contacting participants, etc.
- Assist in troubleshooting and problem solving any issues that may arise while maintaining a sense of urgency.
- Develop and demonstrate team leadership, responsibility and effective communication skills.
- Demonstrate sensitivity to diversity/appreciation of difference in those you interact with.
- Actively participate in OTP programming in both assigned and unassigned roles.
- Perform other duties as assigned.

**TIME COMMITMENTS/IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Fall 2015</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, September 30, 2015</td>
<td>Application Available Online</td>
<td><a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
</tr>
<tr>
<td><strong>Thursday, October 22, 2015 by 5pm</strong></td>
<td>Application Due Online</td>
<td><a href="http://www.otp.colostate.edu">www.otp.colostate.edu</a></td>
</tr>
<tr>
<td>Wednesday, October 28, 2015 (4:30-9:00pm) OR Thursday, October 29, 2015 (4:30pm - 9:00pm)</td>
<td>Group Interview (if selected)</td>
<td>Various Locations</td>
</tr>
<tr>
<td>Tuesday, November 3, 2015 – Friday, November 13, 2015</td>
<td>Individual Interview (if selected)</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Monday, November 16, 2015</td>
<td>OTP Office Assistant Notification</td>
<td></td>
</tr>
</tbody>
</table>

**Spring 2016 (Dates are subject to change)**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 6, 2016</td>
<td>Training/Retreat</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>January 7, 8, 11, and 15, 2016 (Hours Vary)</td>
<td>Individual Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Tuesday, January 12 – Wednesday, January 13, 2016</td>
<td>Ram Orientation for International Students</td>
<td>CSU Campus</td>
</tr>
<tr>
<td>Thursday, January 14, 2016</td>
<td>Online Ram Orientation LIVE/Late Registration Day</td>
<td>CSU Campus</td>
</tr>
<tr>
<td>Wednesday, January 20, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, January 27, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, February 3, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, February 10, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, February 17, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, February 24, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, March 2, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, March 9, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, March 23, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, March 30, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, April 6, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, April 13, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, April 20, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, April 27, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>Wednesday, May 4, 2016 (4-6pm)</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>April TBD</td>
<td>Ram Welcome Leader Interview Nights</td>
<td>Aylesworth Hall</td>
</tr>
</tbody>
</table>

**Summer 2016 (Dates are subject to change)**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16 – August 21, 2016</td>
<td>Full Time Office Hours</td>
<td>Aylesworth Hall/Parmelee Hall</td>
</tr>
<tr>
<td>June 7 – July 14, 2016</td>
<td>Ram Orientation for First-Year Students</td>
<td>Parmelee Hall</td>
</tr>
<tr>
<td>May 25, 26-27, June 6, 17, 24, July 8, and 15, 2016</td>
<td>Ram Orientation for Transfer Students</td>
<td>CSU Campus</td>
</tr>
<tr>
<td>August 16, 2016</td>
<td>Late Registration Day</td>
<td>CSU Campus</td>
</tr>
<tr>
<td>August 16 – 17, 2016</td>
<td>Ram Orientation for International Students</td>
<td>CSU Campus</td>
</tr>
<tr>
<td>August 18 – 21, 2016</td>
<td>Ram Welcome</td>
<td>CSU Campus</td>
</tr>
</tbody>
</table>
PERIOD OF EMPLOYMENT

The official period of employment will be from January 6, 2016 through December 16, 2016.

TIME OFF

OTP Office Assistants are required to attend all program dates listed in “Time Commitments/Important Dates” unless previously approved by Dani. Time off will be given during University Holidays and should be taken during Spring Break (although an option to work will be given), Fall Break (although an option to work will be given) and between July 18-August 5, 2016. No more than one consecutive week should be taken off during this timeframe, unless previously approved by Dani, and should be requested off as soon as possible because all office operations are continuous.

TERMS OF EMPLOYMENT

OTP Office 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 OTP Office 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 excellent customer service skills, fully participate in all training activities, and provide feedback to Dani, Alex, and Lauryn concerning issues of any kind (personnel, programmatic, etc.) in a timely manner.

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 $8.50 per hour, plus meals on specific program days.

OTP STUDENT STAFF EXPECTATIONS

All staff members are required to agree to comply with every expectation as outlined in the “OTP Office Assistant Agreement and OTP Student Staff Expectations” on page 4-6.

APPLICATION PROCESS

- Visit www.otp.colostate.edu to review position description and details of how to apply.
- Complete the online application by visiting www.otp.colostate.edu, clicking “Apply to be an OTP Office Assistant,” and clicking “Application.” In addition to answering all application questions, you will be required to upload the following:
  - Resume
  - Personal Statement
  - Availability Grid
- If you have any difficulties, please contact Dani Dummermuth, Assistant Coordinator for Orientation and Transition Programs, at dani.dummermuth@colostate.edu or 970-491-6011.
- Résumé and Interviewing Assistance:
  Career Center Counselors are available if you need assistance with your résumé 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: http://www.career.colostate.edu/

SELECTION TIMELINE

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly (Sept., Oct., Nov., Dec.) TBD</td>
<td>Training</td>
<td>Aylesworth Hall</td>
</tr>
<tr>
<td>December TBD</td>
<td>Spring Orientation</td>
<td>Main Campus</td>
</tr>
</tbody>
</table>

October 22, 2015 by 5pm MST Completed Applications Due Online
October 23, 2015 Group Interview Notification
October 28 OR October 29, 2015 Group Interviews (if selected)
October 30, 2015 Individual Interview Notification
November 3-13, 2015 Individual Interviews (if selected)
November 16, 2016 OTP Office Assistant Notification

Please direct any questions about the OTP Office Assistant position or hiring timeline to Dani Dummermuth at: dani.dummermuth@colostate.edu or (970) 491-6011.

Colorado State University is an equal access and equal opportunity university.
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 OTP Office Assistant 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 make all students, families, and guests feel welcome. I will remember my position as a role model and be patient and understanding in my interactions with students. 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 myself.

I understand that the implications of the personal and professional decisions I make 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 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 OTP Office Assistant 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 OTP Office Assistant 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 OTP. 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 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 Orientation and Transition Programs function.
I will not participate in or condone underage drinking personally and/or amongst Orientation and Transition Program’s members and/or participants. In addition to it being illegal, it is not the culture of our office.

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

If I am of legal drinking age (21), I will not consume alcohol before, during, or after any scheduled orientation and transition program or staff training.

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, Twitter, and all others to ensure that the information, pictures, groups, and any other 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 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 for every program.

I understand that all violations of this agreement are serious and will be addressed on a case-by-case basis by Dani, Kerry, Zach, Keith, Amber, Allie, Alex, or Lauryn. Violation of any of the above expectations can result in probation or termination from this position.
PERIOD OF EMPLOYMENT

The official period of employment, and time period for which this agreement applies, will be from January 6, 2016 – December 16, 2016. Specific employment responsibilities will consist of all dates listed on the official position description and any subsequent calendars distributed by OTP.

TERMS OF EMPLOYMENT

- Staff members must maintain at least a 2.6 cumulative grade point average during the period of employment.
- Staff members must be available for and attend all required OTP training and program dates.
- Staff members must adhere to and abide by all of the previously listed expectations; violations may result in termination.

RESPONSIBILITIES

By signing this agreement you acknowledge and accept all responsibilities listed within the official position description.

RENUMERATION

Compensation, as listed on the official position description, will be paid.