

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 in the division of Student Affairs. This position reports directly to the Coordinator for Transition Programs (Emely Cruz Arrazola), Coordinator for Operations (Angie Gonzalez), 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 2023 or after.
- 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 hired, will be required to complete an academic success and improvement plan with supervisor to be eligible to serve in position.
- 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 (Mandatory Summer Training on August 10th and be available for FULL DAYS starting August 11th and August 14th-19th, 2023)**. Scheduling conflicts will be handled on an individual basis – please contact Emely Cruz Arrazola at Emely.Cruz_Arrazola@colostate.edu with any concerns.
- **Students who hold the following positions are ineligible to apply (due to conflicting time commitments and overlapping responsibilities):**
 - 2023-2024 Resident Assistants and Inclusive Community Assistants
 - 2023-2024 Residence Hall Community Desk Staff Members and Community Desk Managers
 - 2023-2024 Residence Hall Association (RHA)/National Residence Hall Honorary (NRHH) Officers
 - 2023-2024 SLiCE Student Staff Members
 - 2023-2024 Key Communities Mentors
 - 2023-2024 Global Village Mentors
 - 2023-2024 Education Abroad Peer Advisors
 - Fall 2023 Bookstore Rush Workers
- **Students who are employed by a Student Diversity Programs and Services (SDPS) Office for the 2023-2024 academic year ARE eligible to apply, but must contact respective supervisor and Orientation & Transition Programs in order to discuss potential conflicts.**
- **Students who are active members or elected officials in ASCSU for 2023-2024 are eligible to apply but must contact Orientation & Transition Programs to discuss returning from the fall ASCSU Retreat in time for fall Ram Welcome Leader Training.**

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, be reliable, 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, 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 10th-19th, 2023** only.

Specific responsibilities include:

- 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): delivery of materials, assembly of materials, 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, family members, and guests.
- Develop and demonstrate team leadership, responsibility, and effective communication skills.
- Demonstrate sensitivity to diversity/appreciation of difference in new students and within the 2023 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 Emely Cruz Arrazola at Emely.Cruz_Arrazola@colostate.edu with any questions.

Spring 2023		
Date/Time	Activity	Location
Monday, April 3rd, 2023	Applications OPEN	https://colostate.az1.qualtrics.com/jfe/form/SV_6tev7QhOoFg7kq2
Sunday, April 23rd, 2023 by 11:59 pm	Applications DUE	
April 24 th -25 th	Sign-Up for Interviews (IF SELECTED)	
April 26 th -28 th and May 1 st -2 nd	Individual Interviews (IF SELECTED)	In Person Interviews (Various Locations) Virtual Interviews Available Upon Request***
May 5 th	Notification/Offer	Email/Phone Calls
Fall 2023		
Date/Time	Activity	Location
Thursday, August 10 th , 2023 (8am-5pm) FULL DAY	Ram Welcome Event Assistant Training	TBD
Friday, August 11 th , 2023 (8am-5pm) FULL DAY	Ram Welcome Prep	TBD
Monday, August 14 th – Saturday, August 19 th , 2023 FULL Days	Ram Welcome	Various Locations

PERIOD OF EMPLOYMENT

The official period of employment will be from **August 10th-19th, 2023 ONLY**.

TERMS OF EMPLOYMENT

Ram Welcome Event Assistants must remain in good academic standing during affiliation with Orientation & Transition Programs. If applicant has a GPA of a 2.0-2.6, they will be required to complete an academic success and improvement plan with supervisor in order to be eligible to serve in position.

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. All Ram Welcome Event Assistants 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.

Colorado State University may conduct background checks on final candidates.

REMUNERATION

Compensation consists of an hourly wage of **\$14.65** per hour.

Employee benefit information can be found HR's website at: <https://hr.colostate.edu/current-employees/benefits/>

OTP STUDENT STAFF EXPECTATIONS

All staff members are required to agree to comply with every expectation as outlined in the OTP Student Staff Expectations 2022 (see below) and the expectations outlined with this application process.

TO APPLY

- Visit https://colostate.az1.qualtrics.com/jfe/form/SV_6tev7QhOoFg7kq2 to complete the online application
 - Fill out application form.
 - Upload your personal statement (500 words or less).
- If you have any difficulties, please contact Emely Cruz Arrazola at Emely.Cruz_Arrazola@colostate.edu

*Career Center Counselors are available if you need assistance with your résumé and/or interviewing skills. You may also contact The Career Center at (970) 491-5707 to schedule an individual appointment. Career Center also has an online résumé building service located at <https://colostate.optimalresume.com/>. For more information: <http://career.colostate.edu>.

SELECTION TIMELINE

April 23rd, 2023 by 11:59pm	Completed Applications Due Online at: https://colostate.az1.qualtrics.com/jfe/form/SV_8D02UfPI9EdsbfE
April 24 th , 2023	Individual Interview Notification
April 26 th -28 th and May 1 st -2 nd , 2023	Individual Interviews
May 5 th , 2023	Ram Welcome Event Assistant Notification

2023 RAM WELCOME EVENT ASSISTANT 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 Welcome Event 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 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 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 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. 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 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, and illegal drug use. 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, 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 be present myself according to Orientation and Transition Programs attire guidelines as required by my position 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

I, _____, accept employment as a 2023 Ram Welcome Event Assistant according to the terms specified in the official position description. I agree to comply with every Student Staff Expectation as outlined in this agreement. I understand employment is from August 10th, 2023 – August 19th, 2023.

Event Assistant

Date

Supervisor

Date