**orientation leader**

2024 Position Description

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

**orientation leader as a Member OF THE OTP TEAM**

Thank you for your interest in the **Orientation Leader** position with Orientation and Transition Programs. The **Orientation Leader** is a member of the Orientation and Transition Programs’ staff and as such is a part of the staff of the Division of Student Affairs. This position reports directly to the Student Coordinator for Orientation Programs and the Coordinator for Orientation Programs (Makenna Campbell-Hutts). This position indirectly reports to the Coordinator for First Year Transition Programs for Ram Welcome commitments.

This is an **in-person position** that will begin on **January 24, 2024**.

**ESSENTIAL QUALIFICATIONS**

* Must be a full-time, undergraduate student who will graduate in December 2024 or later.
* Must be a CSU student in good academic AND disciplinary standing.
* Must have a **minimum cumulative GPA of 2.0 at time of application** (first-year students must have a predicted 2.0 GPA and a 2.0 high school GPA). *Note: Employment offers for first-year students are contingent upon this GPA requirement*
  + *Because we value student academic success, applicants with a GPA between 2.0 and 2.5, if hired, will be required to complete an academic success and improvement plan with supervisor in order to be eligible to serve in position.*
* If selected, OLs must maintain a cumulative GPA of 2.0 throughout entire term of employment.
* 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 be available for all Orientation Leader time commitments including all training times (see page 2).
* Must be available for all Ram Orientation for First-Year Students programs.
* **Must be available from 4:00 p.m. – 5:30 p.m. on Wednesday during the spring semester for training.**
* Must be able to live in on campus housing from May 22– July 20, 2024.
  + Note the end date to on campus housing may change depending on Ram Orientation end date.
* Must agree to all of the OTP Expectations outlined on pages 4 and 5.

**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 **Orientation Leader** will have various responsibilities, which include working in a positive manner with other members of the Orientation and Transition Programs team, academic advisors, campus representatives, students, and family members/guests.

**Specific responsibilities include:**

* Attend and fully participate in all Orientation Leader training events and activities.
* Assist first-year and international students in developing academic effectiveness, peer relationships, and personal adjustment to CSU through small/large group discussions, individual peer interactions and presentations.
* Assist parents, family members, and guests of students in the transition to CSU through positive interactions and discussions.
* Lead campus tours during orientation programs for students.
* Serve as presenters for educational sessions during orientation programs.
* Create an excellent, customer experience for new students, family members, and guests at all OTP programs.
* Assist with the course registration process during orientation programs.
* Work with the office staff to prepare all orientation programming materials and make confirmation calls to orientation participants.
* Develop and demonstrate team leadership, responsibility, and effective communication skills.
* Develop and demonstrate skills in facilitating small and large groups.
* Demonstrate commitment to upholding the CSU Principles of Community.
* Actively participate in other OTP programming in both assigned and unassigned roles.

**Orientation Leader Important Dates/ Time Commitments 2023**

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| *(Dates subject to minor changes)* | |
| **Date/Time** | **Activity** |
| Wednesday, January 24 (4:00 – 5:30pm) | Orientation Leader Team Kickoff |
| Wednesday, January 31 (4:00 – 5:30pm) | Training Workshop |
| Wednesday, February 7 (4:00 – 5:30pm) | Training Workshop |
| Wednesday, February 14 (4:00 – 5:30pm) | Training Workshop |
| Saturday, February 17 (All Day) | Orientation Leader Retreat |
| Wednesday, February 21 (4:00 – 5:30pm) | Training Workshop |
| Wednesday, February 28 (4:00 – 5:30pm) | Training Workshop |
| Wednesday, March 6 (4:00 – 5:30pm) | Training Workshop |
| Wednesday, March 13(Spring Break) | No Training |
| Wednesday, March 20 (4:00 – 5:30pm) | Training Workshop |
| Wednesday, March 27 (4:00 – 5:30pm) | Training Workshop |
| Wednesday, April 3 (4:00 – 5:30pm) | Training Workshop |
| Wednesday, April 10 (4:00 – 5:30pm) | Training Workshop |
| Wednesday, April 17 (4:00 – 5:30pm) | Training Workshop |
| Wednesday, April 24 (4:00 – 5:30pm) | Training Workshop |
| Monday, April 29 – Friday, May 3 | Tour Evaluations |
| Wednesday, May 22 | Move-in to Residence Hall |
| May 22 – May 31 (Full Days Excluding Weekends) | Orientation Summer Training |
| June 3 – July 19 | Ram Orientation for First-Year Students - Some sessions will be virtual, but most sessions will be in person |
| July 19 (TBD) | End of Summer Celebration |
| July 20(Must be out by Noon) | Move out of Residence Hall |

\*All OLs will participate in interviewing candidates for the Ram Welcome Leader position. OLs that are not working the Ram Welcome program are still expected to participate in the interview nights.

**Additional Opportunities**

The Orientation Team has a variety of additional opportunities to serve incoming students as well as gain professional experience. Please note that these opportunities are not required. Brief overview of these responsibilities include:

* **Ram Welcome**: Supervise for 15-30 Ram Welcome Leaders (RWLs). This includes assisting in the RWL recruitment and selection process, communicating with RWLs during spring and summer, and training and supervising RWLs during Ram Welcome.

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| *(Dates subject to minor changes)* | |
| **Date/Time** | **Activity** |
| August 1-20 (FULL DAYS) | Ram Welcome Orientation Leader Training, Ram Welcome Leader Training, Ram Welcome |
| **Additional, Required Events – To Be Scheduled** |  |
| 3 evenings in April | Ram Welcome Leader Interviews |
| 1 evening in April | Ram Welcome Leader Kickoff |

**PERIOD OF EMPLOYMENT**

The official period of employment will be from January 2024 – August 2024.

**TERMS OF EMPLOYMENT**

Orientation Leaders must have at least a 2.0 cumulative grade point average to apply and must maintain at least a 2.0 cumulative grade point average during affiliation with Orientation and Transition Programs. Orientation Leaders with a GPA between 2.0 and 2.5, if hired, will be required to complete an academic success and improvement plan with supervisor in order to be eligible to serve in position.

In addition, Orientation Leaders 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 exceptional customer service skills at all times, and fully participate in all training activities. All Orientation Leaders are required to abide by all expectations outlined in the *Orientation Team Expectations* throughout their entire term of employment*.* Failure to comply with any of the above expectations can result in termination.

**REMUNERATION**

Compensation during the time of employment consists of an hourly wage as scheduled by the official student wage scale of the University with a starting base no lower than $14.65 per hour working Ram Orientation programs and Ram Welcome.

**BENEFITS**

Employee Benefit information can be found on [HR’s Website](https://hr.colostate.edu/current-employees/benefits/).

**ADDITIONAL BENEFITS**

Room and board will be provided to Orientation Leaders during summer orientation programs. Staff attire (2 polos and a nametag) will be provided to wear while working all Ram Orientation and Ram Welcome programs.

**OTP STUDENT STAFF EXPECTATIONS**

All staff members are required to agree to comply with every expectation as outlined in the *2024 OTP Student Staff Expectations (attached below).*

We are looking to hire **26-28** students to fill the 2024 Orientation Leader role.

Colorado State University may conduct background checks on all final candidates.

**APPLICATION PROCESS**

* Visit the Orientation Leader hiring [WEBSITE](http://www.otp.colostate.edu/orientation-leader.aspx) to complete the online application
  + Fill out application form.
  + Upload your personal statement.
* If you have any difficulties, please contact Orientation and Transition Programs at Orientation@colostate.edu or 970-491-6011

**SELECTION TIMELINE**

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| **Activity** | **Date** |
| OL Applications Open | Monday, October 2 |
| OL Applications Due | Sunday, October 29 by 11:59 p.m. |
| OL Group Interview Notification | Friday, November 3 |
| OL Group Interviews (if selected) | November 7-9 (6:00 p.m. – 8:00 p.m.) |
| Individual Interview Notification | Wednesday, November 15 |
| Individual Interview Signup | Wednesday, November 15– Friday, November 17 |
| Individual Interviews (if selected) | Monday, November 27 – Thursday, November 30 |
| Position Offer- OL Notification | Monday, December 4 |

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2024 Orientation team Agreement and otp student staff Expectations

**Mission Statement**

*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 students, family members, and guests who attend any OTP program and to promote and foster an inclusive and mission-centered Orientation 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 not intentionally engage in any incidents of prejudice or biases related to (but not limited to) gender, sex, 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 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 hold my team accountable for their actions. This includes having conversations about not meeting shared expectations, job performance, and other related issues.

\_\_\_\_\_\_\_\_\_\_ 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, 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.

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