

POSITION DESCRIPTION

2024 TRANSFER TRANSITION LEADER



**ORIENTATION AND
TRANSITION PROGRAMS**
COLORADO STATE UNIVERSITY

TRANSFER TRANSITION LEADER

Thank you for your interest in the **Transfer Transition Leader (TTL)** position within Orientation and Transition Programs (OTP). The **TTL** is a member of the OTP staff and as such is a part of the staff of the Collaborative for Student Achievement and the Division of Student Affairs. This position reports directly to the Assistant Director of Orientation Programs and Coordinator of Transition Programs.

This is an **in-person** position that will begin on **January 23, 2024**.

ESSENTIAL QUALIFICATIONS

- Must be a **full-time, CSU undergraduate student** who will **graduate in December 2024 or later**.
- Must have **transferred** from another institution to CSU.
- Must be a CSU student in good academic **AND** disciplinary standing.
- It is preferred that applicants have a minimum cumulative GPA of 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 a supervisor to be eligible to serve in the position.
- If selected, TTLs **must remain in good academic standing throughout the 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 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 Virtual 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 **3:30pm-5:00pm on Tuesdays during the Spring Semester for trainings (beginning January 23, 2024) No exceptions**.
- 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 the ability to learn and effectively use technology such as Zoom, Discord, and other technologies

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 Virtual 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 **8 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. Starting this year, each member of the TTL team will also have various position-specific duties they are expected to fulfill.

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 all sessions of Ram Orientation for Transfer Students.
- Engage with transfer students before and after their Ram Orientation sessions.
- Serve as primary student staff for Transfer Ram Welcome 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 connecting them to other TTLs, students, and campus resources as necessary.
- 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 facilitating discussions with students regarding their transition to CSU.
- Lead campus tours during Ram Orientation for Transfer Students.
- Serve as presenters for educational sessions during orientation programs.
- Outreach to incoming transfer students before and after their Virtual Ram Orientation session via phone and email system.

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.
- Attend weekly meetings and other assigned Transfer Programs @ CSU events during the semester and actively engage with program participants.
- Track attendance at assigned events and report attendance to supervisor.
- 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.
- Work **3-5 hours per week** supporting transfer student programming and initiatives throughout the semester.
 - Note: during Transfer Taking Stock (weeks 4 & 5 of the semester) hours will be **8-10 hours per week** doing outreach and supporting assigned transfer student caseload.

Position Specific Duties (this portion of the role starts in the fall)

- **Outdoor Experiences Coordinator(s) (2 positions available)**- The Outdoor Experiences Coordinator will focus on the creation, oversight, and implementation of outdoor programming/experiences in the northern Colorado area for transfer students in collaboration with the Outdoor Program and the CSU Mountain Campus. These *Outdoor Experiences* currently include day trips a few times a semester (for example, rock climbing at Horsetooth, snowshoeing at Cameron Pass, Introduction to Skiing/Snowboarding at Snowy Range as well as the development of multiple day experiences once a semester.
- **Residential Experiences Coordinator(s) (2 positions available)**- The Residential Experiences Coordinator will focus on serving as the liaison between Transfer Programs @ CSU and the Transfer Programs Floors in Laurel Village- Alpine Hall and Summit Hall. Responsibilities will include working closely with the Resident Assistant for the floor (as well as additional University Housing Staff members) on the development and execution of programming for the residents on the floor.
- **Education and Marketing Coordinator(s) (2 positions available)**- The Education and Marketing Coordinator will focus on the creation, oversight, and implementation of educational and marketing materials and efforts. This will include developing content for the e-newsletter, managing the Transfer Programs Instagram (@transferprogramscsu), updating Transfer Programs publications, and other media as needed.

- **Community Development Coordinator(s) (2 positions available)**- The Community Development Coordinator will focus on the creation, oversight, and implementation of programming/experiences for transfer students related to building a community with one another. These programs will include (but are not limited to): Transfer Kickoff, Transfer Tuesdays, National Transfer Student Week, and various other monthly programming.

PERIOD OF EMPLOYMENT

The official period of employment will be from January 2024 January 2025. Additionally, a limited number of TTLs will have the option to stay on board working in the Spring 2025 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.

MANDATORY DATES

Spring Training		
January 23, 2024	3:30-5:00 p.m.	TTL Staff Training
January 30, 2024	3:30-5:00 p.m.	TTL Staff Training
February 6, 2024	3:30-5:00 p.m.	TTL Staff Training
February 13, 2024	3:30-5:00 p.m.	TTL Staff Training
February 17, 2024	ALL DAY	Staff Retreat
February 20, 2024	3:30-5:00 p.m.	TTL Staff Training
February 27, 2024	3:30-5:00 p.m.	TTL Staff Training
March 5, 2024	No Training	
March 11-15, 2024	Spring Break – No Training	
March 19, 2024	3:30-5:00 p.m.	TTL Staff Training
March 26, 2024	3:30-5:00 p.m.	TTL Staff Training
April 2, 2024	3:30-5:00 p.m.	TTL Staff Training
April 9, 2024	3:30-5:00 p.m.	TTL Staff Training
April 16, 2024	3:30-5:00 p.m.	TTL Staff Training
April 23, 2024	3:30-5:00 p.m.	TTL Staff Training
April 29- May 3, 2024	Tour Evals	
Summer Training and Events		
May 22-23, 2024	8:00 a.m.-5:00 p.m.	Orientation Summer Training
Thursday, May 24, 2024	All Day	Transfer Orientation
Thursday, May 30, 2024	All Day	Transfer Orientation
Friday, May 31, 2024	All Day	Transfer Orientation
Friday, June 7, 2024	All Day	Transfer Orientation
Friday, June 14, 2024	All Day	Transfer Orientation
Friday, June 21, 2024	All Day	Transfer Orientation
Friday, June 28, 2024	All Day	Transfer Orientation
Friday, July 5, 2024	All Day	Transfer Orientation
Friday, July 12, 2024	All Day	Transfer Orientation
Friday, July 19, 2024	All Day	Transfer Orientation
Fall Training and Events		
August 9, 2024	All Day	Fall Training
August 10-18, 2024	All Day	International Orientation and Transfer Ram Welcome
August 25, 2024	TBD	Transfer Student Kickoff
Week of August 26		Weekly Fall Meetings Begin
December 2024	TBD	Spring Orientation
January 2025	TBD	Spring International Orientation and Spring Ram Welcome

TERMS OF EMPLOYMENT

Transfer Transition Leaders must remain in good academic standing during affiliation with Orientation and Transition Programs. If an applicant has a GPA of a 2.0-2.6, they will be required to complete an academic success and improvement plan with a supervisor to be eligible to serve in the TTL position.

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 Kate Thibodeaux and Charlotte Salinas 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 **\$14.55** per hour.

BENEFITS

Employee Benefits information can be found on [HR's Website](#)

OTP STUDENT STAFF EXPECTATIONS

All staff members are required to comply with every expectation as outlined in the OTP Student Staff Expectations 2024 (see below) and the expectations outlined within this application process.

We are looking to hire 8 transfer students to fill the 2024 Transfer Transition Leader team.

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



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2024 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 Transfer Transition 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.

TTL Name (Print)

TTL Signature

Kate Thibodeaux
Coordinator, Transition Programs

Charlotte Salinas
Assistant Director, Orientation Programs