

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

YEAR 2 @ CSU BOARD MEMBER AS A STAFF MEMBER

Thank you for your interest in the **Year 2 @ CSU Board Member** position with Orientation & Transition Programs (OTP). The **Year 2 @ CSU Board** are members of the Orientation & Transition Programs' staff and as such are a part of the staff of the Collaborative for Student Achievement, the Division of Student Affairs. This position reports directly to the Coordinator for Transition Programs.

This is an **in-person** position that will begin on **Tuesday, August 13, 2024**.

ESSENTIAL QUALIFICATIONS

- Must be a full-time, undergraduate CSU student graduating in Spring 2025 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 in order to be eligible to serve in position.
- If selected, Year 2 @ CSU Board members **must remain in good academic standing throughout term of employment.**
- Must demonstrate a positive attitude and strong work ethic.
- Must be willing to learn and grow through the position.
- Must have strong desire to assist second-year students with their personal and academic transition at CSU including (but not limited to) helping second-year students explore academic interests, campus and community involvement, leadership development, personal decision making and goal setting, finding purpose, and identity exploration.
- Possess a commitment to working with diverse populations, identities, and experiences.
- Must display high level of professionalism.
- Must demonstrate pride in the CSU experience.
- Must demonstrate a willingness to create campus-wide partnerships and collaborations for second-year programs.
- It is preferred that students are going into their third or fourth year at CSU for the 2024-2025 academic year.
- Must be available for **ALL** Year 2 Board time commitments (see time commitment section of position description). If you have a conflict with one of the time commitments please contact Kate Thibodeaux at kate.thibodeaux@colostate.edu.
- Must agree to all of the of OTP expectations outlined in the applications.

IDEAL SKILLS & ABILITIES

- Possess the desire to not only work with second-year students, but also 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.
- Demonstrate flexibility, creativity, humor, and dedication.
- Demonstrate the ability to serve as a role model and mentor for second-year students by modeling integrity and inclusivity.
- Possess event or program planning, marketing, implementation and execution skills.
- Demonstrate exceptional interpersonal, organizational, leadership, and communication skills.

RESPONSIBILITIES

The **Year 2 @ CSU: Second Year Programs Board** provides an opportunity for students interested in assisting second-year students in their transition at CSU. The board consists of 5 members who work with various offices, departments, and organizations on the CSU campus to plan, market, and implement programs just for second-year students. Year 2 @ CSU consists of a variety of programs to help second-year students maintain or enhance their commitment to Colorado State University including: Academic Transition Workshops, Outdoor Experiences, a monthly e-newsletter and more.

Overall Board responsibilities include:

- Develop a comprehensive, yearlong schedule of intentional programs and activities that support students in their transition during their second year at CSU in collaboration with board members and supervisors.
- Attend bi-weekly Year 2 Board team meetings and one-on-ones with supervisor.
- Manage approximately 5 office hours a week to be dedicated towards specific Year 2 @ CSU: Second Year Programs Board position.
- Prepare for individual programs in advance, which includes (but not limited to marketing, preparing all program materials, and communicating details to all collaborating individuals, offices and/or departments as well as working on assessment of various programs).
- Assist with various marketing, promotional and visibility events for Year 2 @ CSU on campus.
- Actively support other members of the Year 2 @ CSU: Second Year Programs Board with their specific programs and initiatives.
- Demonstrate a commitment to upholding the CSU Principles of Community.
- Develop and demonstrate team leadership, responsibility, and effective communication skills.

- Support programs, outreach, and marketing for Getting to Year 2 @ CSU (*campaign to support the retention and transition of first-year students in their second-semester as they work towards their second-year*)
- Perform other duties as assigned.

Position Specific Responsibilities:

Outdoor Experiences Coordinator (1 position available)- The Outdoor Experiences Coordinator will focus on the creation, oversight, and implementation of outdoor programming/experiences in the northern Colorado area for second-year students. These *Outdoor Experiences* in currently include day trips such as an rock climbing at Horsetooth, snowshoeing at Cameron Pass, and an Introduction to Skiing/Snowboarding at Snowy Range, and once-a-semester weekend trips such as a 14er Service Trip in collaboration with the Colorado 14er initiative and Mountain Campus Experience held in collaboration with CSU Outdoor Programs and the CSU Mountain Campus. This position also has the opportunity to coordinate other local experiences such as day hikes, bike trips, etc.

Education and Marketing Coordinator (1 position available)- The Education and Marketing Coordinator will focus on the creation, oversight, and implementation of education and marketing materials and efforts. This individual will manage the Year 2 @ CSU Instagram account (@year2atcsu) which includes creating and reposting content relating to second-year student support and relevant opportunities, marketing Year 2 @ CSU events, and reporting on engagement trends and insights. This individual will also develop a monthly article related to relevant second-year student support and/or challenges to include within the monthly Year 2 newsletter.

Community Development Coordinator (position filled)- The Community Development Coordinator on the Year 2 @ CSU Board will focus on the creation, oversight, and implementation of programming/experiences for second-year students related to building a community of second-year students. They will assist in supporting signature Year 2 @ CSU programs including (but not limited to): Year 2 @ CSU Welcome Back (an official welcome back program for second year students) and the Halfway There Celebration (an event for those halfway, or close to, graduation in collaboration with multiple campus partners). This individual will also be responsible for the coordination of semester programs such as service projects (Fall Clean Up, CSUnity), Year2sdays in collaboration with Transfer Programs (monthly events highlighting various campus resources), and other programming and outreach opportunities they see fit.

Alternative Spring Break Coordinator (2 positions available)- The Alternative Spring Break Coordinator, also known as Alt Break Site Leader, will assist in the coordination of the Spring 2025 Alternative Break. The mission of the Alternative Break program coordinated through the Student Leadership, Involvement, and Community Engagement (SLICE) Office at CSU is to create active citizens who think about and seek solutions to societal problems and continue to contribute to their respective communities. The Alternative Break program is a week-long immersion into different cultural, environmental, and socioeconomic communities across the nation through various service projects. The Alternative Spring Break Coordinators will work to lead and coordinate an Alt Break Trip just for second-year students. Site Leaders must be willing to commit to attending the Spring Break 2025 trip, weekly site leader training, and the selection and coordination of trip participants. Additionally, as a part of the Year 2 @ CSU Board, these individuals assist with various Year 2 @ CSU programs throughout the academic year.

PERIOD OF EMPLOYMENT

The official period of employment for Year 2 @ CSU: Second Year Programs Board Members will be August 2024 to May 2025.

MANDATORY DATES

Fall 2024		
Date	Activity	Time
Tuesday, August 13	Fall Training	9:00 AM – 4:00 PM
Tuesday, August 14 – Friday, August 17	Fall Planning	TBD
Monday, August 19	Year 2 Welcome Back	10:00 AM – 2:00 PM
Week of August 19 (First week of classes)	Office hours begin	TBD
Week of August 26 (Second week of classes)	Bi-weekly team and one-on-one meetings begin	TBD

TERMS OF EMPLOYMENT

Year 2 @ CSU Board Members 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, Year 2 @ CSU Board members 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 concerning Year 2 @ CSU Programs issues of any kind (personnel, programmatic, etc). All Year 2 @ CSU Board members 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 rate of \$15.42 for 5 hours per week, beginning the first week of classes until the last week of each semester (excluding finals week, fall break, and spring break).

BENEFITS

Employee Benefits information can be found on HR's Website

BACKGROUND CHECK

Colorado State University may conduct background checks for final candidates

OTP STUDENT STAFF EXPECTATIONS

All staff members are required to agree to comply with every expectation as outlined in the OTP Student Staff Expectations 2024-2025 (see below) and the expectations outlined with this application process.



ORIENTATION AND TRANSITION PROGRAMS COLORADO STATE UNIVERSITY

2024- 2025 YEAR 2 @ CSU BOARD 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 Year 2 @ CSU 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.