

FRESNO STATE

DOG DAYS: New Student Orientation

2015-2016 Orientation Job Description

Dog Days: New Student Orientation strives to make the orientation experience an exciting welcome to the Fresno State community. We are seeking students who are personable, committed to helping people, and hardworking. Selection as an Orientation Leader is a rewarding opportunity for personal and professional growth.

Qualifications:

- 🐾 Effective interpersonal and group communication skills
- 🐾 A strong work ethic and the ability to work well within a diverse team environment
- 🐾 Be a current Fresno State student with a minimum 2.5 GPA
- 🐾 Must have a minimum of two semesters at Fresno State completed by the summer of 2016

Duties and Responsibilities: Orientation leaders will serve as ambassadors to freshmen and transfer students.

Duties include, but are not limited to:

- 🐾 Process telephone and email inquiries
- 🐾 Help with the logistics of orientation (set up, take down, compiling materials)
- 🐾 Engage with students and guests
- 🐾 Assist students with class registration
- 🐾 Input survey data into online database
- 🐾 Perform other duties as assigned

Work Hours: The dates of employment will be from February 2016 to July 2016.

- 🐾 Meet-and-Greet: Feb 12
- 🐾 NODA Conference: Feb 19-21
- 🐾 Training Nights: March 11, April 8, and April 29
- 🐾 Training Week: May 31 – June 10 (weekdays)
- 🐾 Dog Days:
 - June 13-14, 16-17, 20, 22, 24, 27, 29
 - July 1, 12, 14, 19, 21

Additional Information:

- 🐾 All orientation leaders will have a probationary status until completion of all training sessions.

Benefits and Salary:

- 🐾 Hourly wage: \$10/hr. (Approximately 25hrs/wk) Dog Days are 10 hr. days
- 🐾 Name tag & one staff shirt (to be worn at each orientation session)
- 🐾 Extensive leadership experience and on campus networking
- 🐾 Lunch provided during orientation sessions

Additional Materials: Candidates must provide short answer responses, cover letter, one letter of recommendation, and a professional resume.

- 🐾 Orientation Leaders are **required** to work **ALL** summer orientation dates and training week
- 🐾 Non-orientation dates are optional work days
- 🐾 **All completed application materials must be submitted before they will be reviewed, incomplete applications will not be considered.**
- 🐾 **Instructions:** Please type or neatly print in blue or black ink. Applications are due December 11 by 4:30 pm in Joyal 224. **NO LATE APPLICATIONS WILL BE ACCEPTED**



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PERSONAL INFORMATION

Name _____

Permanent Address _____

Local Mailing Address _____

Phone Numbers: Home _____ Cell _____

Fresno State Email (required) _____

Spoken languages (Other than English)? If so, please list _____

ACADEMIC INFORMATION

Major(s) _____ Minor(s) _____

Fresno State ID Number _____ Cumulative Campus GPA _____

Class Level _____ Estimated Graduation Date _____

High School _____ City _____

College(s) _____ City _____

SHORT ANSWER QUESTIONS (Please type or print clearly on a separate sheet of paper)

1. List your involvement in campus and community activities. How have they been beneficial to your growth and development?
2. What were the issues that you faced in your transition to college that you think most new students face?
3. What experiences do you have working in a team environment? What role do you usually play in a team situation? (Give examples, be specific!)
4. What do you hope to learn by being an Orientation Leader?
5. How did you hear about the Dog Days: New Student Orientation Leader position?

Can you attend NODA Regional II Conference (Feb 19–21) in Pomona, CA? Yes___ No___ Not Sure ___

NODA is a conference involving orientation leaders and staff around California, Nevada, Hawaii, and Arizona. More information will be given before the event.

COVER LETTER

You will need to submit a cover letter. *Cover letters provide an opportunity to make a good first impression with a prospective employer. They are a marketing tool that can be used to advertise your qualifications for a particular position. When they are well-written, they can provide evidence of a fit between your desires and qualifications above and beyond the objective resume format. Take the time to make your letter personalized and to illustrate a true fit between you and the organization* (Career Development Center, 2015). Please remember cover letters are approximately ½ of a page. Please type your cover letter in 12 pt. font, Times New Roman single spaced.

LETTER OF RECOMMENDATION

You will need to submit one (1) letter of recommendation when you turn in your application. We ask that you submit a letter of recommendation from an academic affiliate or a personal recommendation from a mentor, employer, etc. The letter of recommendation CANNOT be from a family member or friend. The letter of recommendation must be sealed in an envelope. **Attached is a guideline for the letter and it needs to be given to whomever you choose to write it. Remember it needs to be turned in prior to the application deadline so make sure you give your reference enough time to complete it.**

****Application Deadline****

December 11, 2015

By 4:30 p.m. in Joyal 224

Applications must be in a folder or manila envelope with your name clearly PRINTED on the front. Please make sure you have all materials: cover letter, application with short answer questions, one recommendation letter and your professional resume.

I certify that the information given on this application is accurate to the best of my knowledge and that the references listed may be contacted. I further understand that upon acceptance of this position, I will be required to provide identification for employment eligibility as stipulated by the Immigration Reform and Control Act of 1986.

Applicant's Signature

Date



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Letter of Recommendation

2015-2016 Orientation Leader

*Important note: This letter of recommendation is due to the Dog Days Office no later than **Friday, December 11th**. It must be submitted with the student's completed Application Packet.*

This student is applying for the position of Orientation Leader with the Dog Days: New Student Orientation program at Fresno State. Orientation Leaders are responsible for welcoming new undergraduate students to our university. They perform a number of duties: leading campus tours, assisting with academic advising and class registration, and providing office assistance.

A qualified candidate will have effective interpersonal and group communication skills. He or she will demonstrate a strong work ethic and be able to work within a team environment. They must be open-minded and have the ability to work with a diverse population. Your assistance in evaluating the applicant is greatly appreciated and will further help us make our decision.

Please provide the applicant with a typed letter of recommendation in a sealed confidential envelope. Letters can be addressed to the following:

Dog Days: New Student Orientation
California State University, Fresno
5150 North Maple Ave M/S JA 62
Fresno, CA 93740-8026