

FRESNO STATE

DOG DAYS

2018-2019 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 2019

Duties and Responsibilities: Orientation leaders will serve as ambassadors to incoming students and their guests. Duties include, but are not limited to:

- 🐾 Process telephone and email inquiries
- 🐾 Help with the logistics of orientation (set up, take down, carry and compile materials)
- 🐾 Engage with students and guests
- 🐾 Assist students with class registration and facilitate with a variety of group activities
- 🐾 Input survey data into online database
- 🐾 Perform other duties as assigned (incl. guest tours, host presentations, etc.)

Work Hours: The dates of employment will be from January to July 2019

- 🐾 Meet-and-Greet: January 25, 2019
- 🐾 NODA Conference: Feb 22-24, 2019 in San Jose (optional)
- 🐾 Training Nights: February 8, March 8, April 5 and 26
- 🐾 Training Weeks: May 28-June 7, June 27 (weekdays)
- 🐾 Dog Days orientation sessions:
 - June 11, 13-14, 18, 20-21, 25
 - July 2-3, 9, 11-12, 16, 18, 22, 24, 29, 30

Additional Information:

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

Benefits and Salary:

- 🐾 Hourly wage: \$12/hr. (Approximately 25hrs/wk) Dog Days are 10 hr. days
- 🐾 Name tag & two staff shirts (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, one (1) 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 hours
- 🐾 **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 October 31st by 4:30 pm in Joyal 224. NO LATE APPLICATIONS WILL BE ACCEPTED**

PERSONAL INFORMATION

Name: _____

Permanent Address: _____

Local Mailing Address: _____

Cell Phone: _____ Fresno State Email (required): _____

Alternate 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. Describe a positive interaction you have experienced at work.
5. What do you hope to learn by being an Orientation Leader?
6. How did you hear about the Dog Days: New Student Orientation Leader position?

Can you attend NODA Regional II Conference (Feb 22-24) in San Jose, CA?

Yes___ No___

NODA is a conference involving orientation leaders and staff around California, Nevada, Hawaii, and Arizona. The weekend consists of educational presentations, networking opportunities, activities with orientation leaders from different campuses, as well as the chance to bond with your new team. There is a \$50 fee to attend but all meals, hotel and transportation costs are covered by Dog Days. More information will be given out in advance but you may visit the website as well. https://www.nodaweb.org/page/region_2_conference

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. It may also come from an advisor, tutor, professor, coach, or anyone of a similar relationship. It is encouraged to refrain from asking a family member or a friend but these letters will still be considered. 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, the letter of recommendation needs to be turned in with your application thus, be sure to you give your recommender enough time to complete it.**

****Application Deadline****

October 31, 2018

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: application with short answer questions, 1 (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

FRESNO STATE

DOG DAYS

2018-2019 Orientation Leader

*Important note: This letter of recommendation is due to the Dog Days Office no later than **Wednesday, October 31st 2018**. 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