

FRESNO STATE

DOG DAYS

2017-2018 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 in good standing
- Must have a minimum of two semesters at Fresno State completed by the summer of 2018

Duties and Responsibilities: Orientation Leaders will serve as ambassadors to incoming first-time freshman and transfer students as well as their guests during orientation. Duties include, but are not limited to:

- Processing telephone and email inquiries
- Helping with the logistics of orientation (set up, take down, compiling and carrying materials)
- Engaging with students and guests
- Facilitating various presentations during Dog Days Orientation sessions
- Assisting students with class registration
- Performing other duties as assigned

Work Hours: The dates of employment are from January 2018 to August 2018.

- Meet-and-Greet: January 19
- Training Nights: February 9, March 9, April 13
- NODA Conference - Sonoma, CA: February 23-25 (optional)
- Summer Training: May 29-June 1, June 4-8
 - All orientation leaders will have a probationary status until completion of all training sessions.
- Dog Days:
 - June 12, 14-15, 19, 21-22, 26, 28-29
 - July 10, 12-13, 16, 18, 20, 25, 27
 - August 1

Benefits and Salary:

- Hourly wage: \$11/hour (approximately 25 hours/week); Dog Days sessions are 10 hour days
- Name tag & one staff shirt (to be worn at each orientation session)
- Lunch provided during orientation sessions
- Extensive leadership experience and on campus networking opportunities

Interview Process:

- The Dog Days interview process has two components. To be considered for the Orientation Leader position, you must be available to participate in each component:
 1. Group Interview – November 28; December 5, 8 (3 hour session)
 2. Individual Interview – January 8 - 12 (30 minutes)

Additional Materials: Candidates must provide a typed copy of short answer responses, one (1) letter of recommendation, and a professional resume.

- Orientation Leaders are **required** to work **ALL** training sessions and summer orientation dates
- Non-orientation dates are optional work hours (based on individual availability and office need)
- **All completed application materials must be submitted to be reviewed; incomplete applications will not be considered.**

Applications are due Wednesday, November 22nd by 5:00 pm in Joyal 224.

NO LATE APPLICATIONS WILL BE ACCEPTED.

Please type or neatly print in blue or black ink.

PERSONAL INFORMATION

Preferred Name (First & Last) _____

Permanent Address _____

Local Mailing Address _____

Home Phone Number _____ Cell Phone
Number _____

Fresno State Email (required) _____

Other Email _____

Language fluency other than English (please list): _____

ACADEMIC INFORMATION

Major(s) _____
Minor(s) _____

College/School _____

Fresno State ID Number _____ Class
Level _____

Previous Institution (High School or College) _____

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

1. List your involvement on campus and community activities. How can you apply what you have learned to your role as an Orientation Leader?
2. What were issues that you faced in your transition to college and how would you use those experiences to help new students in the upcoming year?
3. We are searching for a variety of leadership styles. What role do you usually play in a team situation?
4. What experiences do you have working in a team environment? (Give examples, be specific!)
5. What do you hope to gain by being an Orientation Leader?
6. What are other qualities, skills, and/or experiences that you would like us to consider during the hiring process?

Can you attend the NODA Regional Conference (Feb 23-25) in Sonoma, CA? This is an optional conference experience. 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.

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 letter guideline to be given to whomever you choose to write it. Letters of recommendation must be turned in prior to the application deadline so be sure to give whomever you ask plenty of notice and time to complete and return it to you to include in your packet.**

****Application Deadline****
November 22, 2017
By 5:00 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

2017-2018 Orientation Leader

*Important note: This letter of recommendation is due to the Dog Days Office no later than **Wednesday, November 22nd**. 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 and their guests 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