

FRESNO STATE

DOG DAYS

2017-2018 Returner Orientation Leader Application

Qualifications: Candidates must be currently enrolled at Fresno State and be in good academic standing. Candidates must have completed a minimum of two semesters at Fresno State by summer of 2018 and served as a Dog Days Orientation Leader for at least one previous summer.

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

- Assisting Dog Days Core Staff with recruitment and training of new Orientation Leaders
- Facilitating various presentations during Dog Days Orientation sessions
- Serving as mentors to new Orientation Leaders
- Processing telephone and email inquiries
- Helping with the logistics of orientation (set up, take down, compiling and carrying materials)
- Engaging with students and guests
- Conducting campus tours & presentations
- Assisting students with class registration
- Performing other duties as assigned

Work Hours: The dates of employment are from December 2017 to August 2018.

- Returner Retreat: December 18
- 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

Interview Process:

- Individual interviews will be held on November 17th & 21st and will last approximately 45 minutes. Interviews will be scheduled upon submission of completed application.

Benefits and Salary:

- Hourly wage: \$11.75 per 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

Additional Information:

- Orientation Leaders are **required** to work **ALL** training sessions and summer orientation dates
- During the spring semester, returning Orientation Leaders will be expected to work office hours

**All applications are due no later than 5:00pm on
Thursday, November 9th in Joyal 224.
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) _____

Campus Involvements: _____

ACADEMIC INFORMATION

Major(s) _____ Minor(s) _____

College/School _____

Fresno State ID Number 10 _____ Class Level _____

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

1. What do you hope to gain from another year as an Orientation Leader?
2. What do you feel was your greatest contribution to the Dog Days team?
3. In what area do you feel you have the biggest room for growth? During the upcoming Dog Days sessions, what will you do specifically to address this?
4. If you could give advice to new Orientation Leaders, what would you say?
5. Create a promotional item (flyer, ad, video, blog post, etc.) that can be used to encourage incoming first-time freshmen to attend the overnight sessions. This can be sent to the Dog Days Email or attached to this application. Be creative!

Can you attend the NODA Regional Conference (February 23-25) in Sonoma, 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.

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 _____