

2018-2019 DOG DAYS SPANISH PROGRAM ASSISTANT APPLICATION

JOB DESCRIPTION

Qualifications – A qualified candidate must be fluent in Spanish and be able to use both conversational and academic-level Spanish. In addition, applicants should possess the following qualifications:

- Effective interpersonal and group communication skills
- A strong work ethic and have the ability to work in a team environment
- Be open-minded and have the ability to work with a diverse population
- Be a current Fresno State student with a minimum 2.5 GPA
- Completed a minimum of two semesters at Fresno State by the summer of 2018

Duties and Responsibilities – The Spanish program assistant will serve as an ambassador to incoming students' parents and families during orientation. The primary duties are as follows:

- Conduct presentations in spanish regarding academics & campus policies
- Guide parents and guests through the transitions their students will face
- Conduct campus tours
- Guest check-in and check-out duties
- Perform other duties as assigned

Work Hours – You will be required to work *all* of the summer orientation dates listed below as well as the training dates. The dates of employment will be from March 9, 2018 to July 27, 2018. You will work an average of nine hours during each Dog Day with some additional hours in the office if necessary on non-orientation days.

Training Dates: **March 9, April 13**
 May 29 – June 13 (weekdays)

DOG DAYS: **June 12, 14, 19, 21, 26, 28**
 July 10, 12, 18, 20, 25, 27, 29
 August 1

Benefits and Salary:

- Wage: \$11.00 per hour
- One staff polo and nametag(to be worn at each orientation session)
- Lunch provided during orientation sessions
- Extensive leadership experience
- On-campus networking

***In addition to the provided application, applicants must submit a résumé with a reference sheet.**

Application Deadline:
February 9, 2018 by 5:00 pm in Joyal 224

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Instructions: Please print neatly in blue or black ink

PERSONAL INFORMATION

Name: _____

Mailing Address: _____

Telephone Number: _____

Fresno State Email: _____@mail.fresnostate.edu

Other Email (optional): _____

Languages spoken (other than English and Spanish): _____

ACADEMIC INFORMATION

Major(s): _____ Minor(s): _____

Fresno State ID Number: _____

Cumulative Campus GPA: _____

Class Level: (circle one) Fr. Soph. Jr. Sr. Grad Student

Education History

High School: _____ City: _____

College(s): _____

SHORT ANSWER QUESTIONS

Please type on a separate sheet of paper.

1. What experiences do you have working in a team environment? What role do you usually play in a team situation?
(Give examples, be specific.)
2. List and briefly describe 2 strengths and 2 weaknesses
3. What experience do you have that prepared you for this role?
4. Explain the importance of informing parents and family about the University educational system.
5. What do you believe is the role of parents and family in the academic lives of their students?
6. Please translate the sentences below into Spanish:

First year students are advised to attend academic workshops to help them with time management. In addition, students are advised to speak with an academic counselor to help them register for courses. Lastly, it is recommended that students fill out the online application for financial aid.

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 _____