

## STUDENT COORDINATOR POSITION DESCRIPTION

**Job Title:** Dog Days Orientation Student Coordinator

**Supervisor:** Coordinator, Assistant Coordinator

**Summary of Goals:** To provide leadership and supervision assistance in the planning, presentation and implementation of the New Student Orientation Program. To provide students with the opportunity to explore a career in student support services.

### **Duties and Responsibilities:**

Each Student Coordinator will work with the Coordinator and Assistant Coordinator in the execution of the Dog Days orientation program. Overall program duties include:

- Oversee marketing and recruitment of the Summer 2018 Dog Days staff
- Assist with the hiring and selection process of the Summer 2018 Dog Days staff.
- Assist with planning and implementation of Orientation Leader training.
- Oversee the Dog Days staff when the Orientation Coordinator & Assistant Coordinator is not present.
- Facilitate and manage the Online Pre-Orientation Program.
- Assist in the planning & coordination of Welcome and Family Weekend.
- Oversee the Faculty Scrip program.
- Develop a group/team environment that welcomes new students and their families.
- Manage the orientation registration process and related correspondence.
- Be a positive role model and mentor for orientation leaders and incoming students.
- Model professional behavior at all times.
- Perform administrative duties as needed.
- Other duties as assigned by the Orientation Coordinator and Assistant Coordinator

**Required Skills and Abilities:**

Previous experience as a Dog Days Orientation Leader required. Ability to work effectively with students, parents and university departments. Knowledge of the Fresno State campus is essential. Successful applicants will have strong organizational skills, attention to detail, previous computer experience and the ability to effectively communicate with students and staff. Applicants must also have a strong sense of accountability and time management. Follows directions and gives instructions clearly and concisely.

**Hours:**

- Fall 2017: Approximate start date of Monday, August 14, 2017. Approximately 10-15 hours per week. Student Coordinators will be required to assist with University Welcome activities, Family Weekend and any mini-orientation sessions if needed. Student Coordinators will also coordinate Orientation Leader recruitment. (Additional hours as needed by the Orientation Coordinator.)
- Spring 2018: Approximately 20 hours per week. Included in these hours is attendance of the Orientation Leader training week and Preview Day.
- Summer 2018: Full-time beginning May 21, 2018 – August 1, 2018

**Compensation:**

- Salary: \$10.75/ hour during the academic year  
\$11.50/ hour from May 21, 2018 – August 1, 2018
- Travel: Attend and present at the 2018 NODA Region 2 conference in Sonoma, CA from February 23 - 25, 2018

**2017 - 2018 DOG DAYS  
Student Coordinator Application**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

Please answer the following questions on a separate page.

1. Why do you want to be a Student Coordinator for Dog Days? What qualities do you possess that would make you a good Student Coordinator?
2. As a Student Coordinator you will have management and customer service responsibilities. What experience do you have in these fields that would be helpful to you as a Dog Days Student Coordinator?
3. What is your leadership style?
4. Looking back, what were some of the most challenging aspects of orientation you saw the Student Coordinator's face?
5. If given the choice between all orientation leaders this past summer, list multiple orientation leaders that you might choose to be your co-student coordinator? Give reasons for each.
6. You will be working closely with the Coordinator and Assistant Coordinator as well as the other Student Coordinator during orientation. How would you deal with any possible issues or conflicts between you and other staff?
7. As a Student Coordinator you would always be working on a number of projects. How do you deal with stress? With time management?
8. If you had a project with a looming deadline what would be your strategy to get the work done? Stay late and finish, come early and finish or get it done the next time you are scheduled to work. Explain.
9. If hired as a Student Coordinator you would have to commit to the orientation program through next summer. Are there any other commitments or jobs that you would have that would overlap with orientation?
10. Create a 2-3 week training schedule for the Dog Days Orientation Leader Training which takes place at the end of May/early June. Include details such as times, locations and presentation topics. You can utilize the training schedule from this past summer as a starting point. Be creative. I am looking for your perspective and how you would change/adjust the schedule to improve the orientation leader training experience.

Applications are due by Monday, July 31, 2017. You must submit a copy of your resume along with your class schedule for the Fall 2017 semester with your application. When you submit your application you will arrange for an interview with Ken and Kelci. All hiring will take place in early August. Work begins on Monday, August 14, 2017 but the start date is flexible.