

FRESNO STATE

DOG DAYS

2020-2021 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 2021

Duties and Responsibilities: Orientation leaders will serve as ambassadors to freshmen and transfer students. Duties include, but are not limited to:

- Help with the logistics of orientation (set up, take down, compiling materials)*
 - Engage with students and guests
 - Assist students with class registration
 - Input survey data into online database*
 - Perform other duties as assigned
- (*tentative)

Work Hours: The dates of employment will be from February 2021 to July 2021.

- Meet-and-Greet: Jan 29
- Training Nights: Feb 12 & 26, Mar 12 & 26, Apr 9, and May 7
- Training Week: June 1 – June 11 (weekdays)
- Dog Days: (All orientation dates subject to change)
 - o June 14-15, 17-18, 21-22, 24-25, 28-29
 - o July 1-2, 12-13, 15-16, 19, 20, 22, 23

Additional Information:

- All orientation leaders will have a probationary status until completion of all training.
- You will be contacted through your Fresno State email for a group interview.
- Group Interviews: Jan 4th - 7th
- Individual Interviews: Jan 11th - 15th (if selected)

Benefits and Salary:

- Hourly wage: \$14/hr. (Approximately 25hrs/wk) Dog Days are 10 hr. days
- Name tag & one staff shirt (to be worn at each orientation session)
- Extensive leadership experience and on campus networking
- Lunch provided during orientation sessions

Materials: Candidates must provide short answer responses, a resume, and list of two references.

- Orientation Leaders are **required** to work **ALL** summer orientation dates and training weeks
- 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.***

****Application Deadline****

December 4th, 2020

By 5:00 p.m. to dogdays@mail.fresnostate.edu

Applications must have the subject line be "Dog Days Application 2021" and send through your student email in PDF format. Please make sure you have all materials: application with short answer questions, and your professional resume. **NO LATE APPLICATIONS WILL BE ACCEPTED**

PERSONAL INFORMATION

Name _____

Mailing Address _____

Phone Number: _____

Fresno State 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. Why is the role of an Orientation Leader important?
2. What do you hope to learn from being an Orientation Leader?
3. List your campus and community involvement. Which has been the most impactful and why?
4. How do you think Dog Days will aid you in achieving your goals?
5. What role do you usually play in a team environment? (Give specific examples)
6. Outside of your family, who is someone you consider a mentor and why?

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: _____