

GRADUATE STUDENT COORDINATOR POSITION DESCRIPTION

Job Title: Dog Days Orientation Graduate Student Coordinator

Supervisor: Senior Coordinator, 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 orientation, transition, and retention.

Duties and Responsibilities:

Each Graduate Student Coordinator will work with the Senior Program Coordinator and Program Coordinator to execute the Dog Days orientation program. Overall program duties include:

- Oversee marketing and recruitment of the Summer 2026 Dog Days staff.
- Assist with the hiring and selection process of the Summer 2026 Dog Days staff.
- Assist with planning and implementation of Orientation Leader training.
- Oversee the Dog Days staff when the Orientation Senior Coordinator & Coordinator are not present.
- Facilitate and manage the Online Pre-Orientation Program.
- Create content for the Fresno State Dog Days Instagram account and Dog Days website
- Implement Dog Days Pre-Orientation Virtual Workshops
- Help develop a group/team environment that welcomes new students and their families.
- Assist in managing 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.
- Other duties as assigned by the Orientation Senior Coordinator and Coordinator, including other projects related to New Student and Family Programs
 - Family Association
 - MentorU / LaunchPad
 - Transfer Success Center

Required Skills and Abilities:

Ability to work effectively with students, parents, and university departments. Knowledge of the Fresno State campus is essential. Successful applicants will possess strong organizational skills, attention to detail, experience with large-campus events, and the ability to effectively communicate with students and staff. Applicants must also possess a strong sense of accountability and effective time management skills. Follows directions and gives instructions clearly and concisely.

Hours:

Spring 2026: Approximately 75 hours during the course of the Spring 2026 semester. In addition, attendance of Preview Day on Saturday, March 21st, and Orientation Leader training on Saturday, April 25th

Summer 2026: Full-time beginning May 25, 2026– July 31, 2026

Compensation:

\$1,400 stipend for the Spring 2026 semester

\$18.50 hourly wage during the summer

2025 - 2026 DOG DAYS GRADUATE 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. You will be working closely with the Senior Coordinator and the Program Coordinator. How would you address any potential issues or conflicts that may arise between you and other staff members?
5. As a Student Coordinator you would always be working on a number of projects. How do you handle stress? How do you manage your time?
6. If you had a project with a looming deadline what would be your strategy to get the work done? Explain.
7. 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?

Applications are due Monday, December 15, 2025. You must submit a copy of your resume along with your class schedule for the Spring 2026 semester with your application. When you submit your application you will arrange for an interview. The hiring process will take place in January with work beginning in the Spring semester.

Applications can be submitted through the [HireFresnoState.com](https://hirefresnostate.com) website or emailed directly to Ken Ternate at kternate@csufresno.edu.