



# CSUSB CODY THE COYOTE MASCOT JOB DESCRIPTION

## Position Information

<b>Location</b>	Cal State San Bernardino, Orientation & First Year Experience Office
<b>Hours</b>	Varies based on appearance schedules throughout the year. No more than 20 hours during the academic quarter.
<b>Salary</b>	\$12.00/hr
<b>Reports To</b>	Administrative Support Assistant II
<b>Criminal Background Check</b>	Pre-employment criminal background checks are required for all Staff and Faculty positions.

## General Statement of Job

To perform as the Cal State San Bernardino official mascot at university and public appearances.

PLEASE NOTE: The selection process will include an interview, audition, and role-playing activity.

## Description of Duties and Tasks

1. Performs as Cody the Coyote at Cal State San Bernardino and community appearances. Remains in character while wearing the costume.
2. Represents Cal State San Bernardino's mission and core values in a positive and friendly manner through performances at on and off campus events.
3. Commits to the assigned schedule of Cody the Coyote appearances at on-campus and off-campus events.
4. Maintains the proper use of Cody the Coyote costume as directed.
5. Interacts, in character, with Cal State San Bernardino students, faculty, staff, parents & families, children, alumni, and communities' members.

6. Works events throughout the year, including summers, evenings and weekends, as applicable.
7. Distributes Cal State San Bernardino promotional items designed to create good will and increase school spirit. Poses for photographs and communicates without speaking as directed.
8. Interacts with Cody the Coyote fans on Cal State San Bernardino's official social networking sites.

### Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Outgoing and creative personality with a willingness and desire to have fun.
- Ability to perform wacky promotional activities in front of audiences.
- Ability to work scheduled event dates, including evenings, weekends and during university breaks if necessary.

### Key Characteristics

- Warm & engaging personality
- A professional demeanor and image to prove compatible with CSUSB
- Independent and self-motivated, while flexible and adaptable
- Attention to detail
- Ability to multi-task and respond to priorities
- Able to work both individually and with a team
- Excellent teambuilding and management skills
- Well-honed organizational skills

### Required Education

- Current Cal State San Bernardino student, enrolled in credit classes at least three quarters per academic year.
- Maintain a cumulative Cal State San Bernardino GPA of 2.5 or higher.
- Be in good academic standing with the university and not subject to university discipline per the Student Handbook.

### Physical Requirements

- Must be between 5'8" – 6'2" in height and appropriate body size to wear the Cody the Coyote costume comfortably and support the weight of the costume for extended periods of time.
- Ability to lift and move 50 pounds without assistance.
- Must have good posture and physical ability to perform Cody the Coyote actions (i.e. standing, running, kneeling, reaching, jumping, bending, waving hands/arms, etc.).
- Work is performed in and out of doors, with exposure to varying temperatures.

### Selection process

- The selection process will include an application, interview, audition, and role-playing activity.
- The Cody the Coyote Committee will choose the student(s) who will fulfill the role of Cody the Coyote mascot. All decisions of the Cody the Coyote Committee will be final upon successful clearance of a background check.
- After the initial selection process,
  - The Cody the Coyote term is for one year, July 1–June 30. Students may be Cody the Coyote more than one year, and may be required to participate in the selection process additional years.
  - Cody the Coyote tryout will be held annually before the end of each spring quarter for the following year.
  - Seniors who intend to graduate the December after the spring-quarter selection are not eligible to try out for Cody the Coyote.

***Interested applicants must submit a completed application in Handshake by Wednesday, October 3, 2018.***