

Graduate Assistant – Off-Campus Student Life and Innovation

Department: Student Involvement

Reports to: Coordinator, Off-Campus Student Life and Innovation- Jerry Gomez

Hours per week: 15-20 hours; term May 2024 to June 2025

Compensation: Minimum Wage

Responsibilities

The Graduate Assistant supports the development and implementation of Off-Campus Student Life & Innovative Programming. Specific responsibilities include, but are not limited to:

Off-Campus Student Life

- Assists in the coordination and implementation of Bulldog Commuter Student Engagement events and programs under the direction of the Coordinator of Off-Campus Student Life and Innovation
- Assists in the 1:1 and group advising of the Off-Campus Student Life- Neighborhood Ambassador Leadership Board
- Assists in the planning and coordination of Campus Pointe Night and other Bulldog Commuter events at Fresno State
- Assist with booking talent, entertainment, food vendors, reserving spaces, and other logistical details for various Bulldog Commuter events.
- Assists in production and editing Off-Campus Student Life social media, and publications, including website, print/ electronic resources, email lists, etc
- Assist with marketing and outreach (scheduling social media posts, sending out emails through Engage messaging platform, and other platforms as needed)
- Assist and collaborate with other Student Involvement major events and efforts.
- Assist with special programs as assigned
- Assist with other projects as needed

Qualifications

- Good organizational, administrative, planning skills/experience, written and verbal communication skills
- Interest and enthusiasm in working with a diverse group of college students
- Possess strong leadership and advisory skills
- Ability to work occasional evening and/or weekend hours
- Experienced with marketing

Application Process

Submit a resume and cover letter that addresses your interest and what you hope to gain from the position to Jerry Gomez, Off-Campus Student Life & Innovation Coordinator, at gerardo_gomez@mail.fresnostate.edu. The successful candidate must be admitted to a Fresno State graduate program and enrolled in at least 6 units. The deadline to submit your is May 29, 2024.