

Position: Richter Center Special Projects Student Assistant

Reports to: Special Projects Coordinator

Total Positions: 1

Commitment: 8-10 hours per week

Rate: \$12.00 per hour

The purpose of this position is to assist the Special Projects Coordinator with planning, promotion, and implementation of various community service events.

Primary Job Duties:

- Assist in the planning and coordination of community service events including but not limited to campus blood drives, Kid's Day, one-day service events, and the Service Recognition Reception.
- Assist in the marketing of events including but not limited to preparing campus mailers, writing press releases, making posters, and hanging flyers.
- Work collaboratively with students, staff and community partners involved in these events.
- Maintain regular office hours
- Regularly report to Center leadership
- Complete all tasks assigned in an accurate, prompt, and thorough manner

Additional Job Duties

- Be familiar with Center programs, services, and policies in order to make appropriate referrals
- Perform varied clerical duties (i.e. filing, copying, running errands, answering the phone, assisting office visitors)
- Other duties and special projects as assigned

Required Qualifications

- Current enrollment at California State University, Fresno, preferably in a related major such as Marketing, Public Relations, or Recreation Administration-Special Events Coordination Certificate
- GPA requirement of 3.0
- Ability to work autonomously on projects
- Strong interpersonal, verbal, and written communication skills
- Working knowledge of Microsoft Excel and Word
- Strong organization and time management skills

Preferred Qualifications

- Experience with marketing and/or public relations
- Project management experience
- Experience with digital media

Due to the nature of special events, it is important that the student assistant be available to work at scheduled special events, which could take place outside of normally scheduled hours.

Specific dates include:

Kid's Day: March 6, 2018 (start time 5:00AM)

Spring into Service: April 28, 2018

Service Recognition Reception: May 2, 2018

For more information, contact Taylan Bennett Parker (tbennett@csufresno.edu or 559.278.7063).