

Graduate Student Assistant Position

- Position:** Graduate Student Assistant
- Department:** Outreach and Special Programs
- Salary:** \$15/hour, 20 hours a week
- Deadline:** Open until filled

Program Overview: The Dream Outreach Center (DOC) provides Dream students access to higher education through advocacy, outreach, assistance, and mentoring.

Qualifications:

- B.A./B.S. degree from an accredited college or university
- Must be currently enrolled at Fresno State
- One year experience assisting Dream students
- Familiar with student database programs
- Knowledgeable of general university policies and procedures
- Ability to work effectively with people from diverse ethnic, cultural, and socio-economic backgrounds
- Bilingual- Spanish/English preferred

Duties/Responsibilities:

Under the direct supervision of the Dream Outreach Center Coordinator, the applicant will assist in all DOC operational activities, such as: participating in related training and staff development activities; assisting Dream applicants with enrollment related questions and forms; coordinating pre-enrollment activities and workshops; providing individual assistance to Dream applicants and their families; promoting educational opportunities for Dream students; collaborating with outreach and special programs; and carrying out other duties as assigned. Must be willing and available to work evening and/or weekend as necessary.

If interested in this position, please email your resume to Raul Z. Moreno at:
raulm@csufresno.edu

OR submit your resume directly to:

Raúl Z. Moreno, Coordinator
Dream Outreach Center – Fresno State
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