

### Graduate Assistant - Campus Events and Student Programs

<b>Department:</b>	Student Involvement Center, University Student Union
<b>Reports to:</b>	Program and Event Coordinator
<b>Hours per week:</b>	20 hours, Includes nights and weekends, term June to May
<b>Compensation:</b>	\$11 per hour

#### **Responsibilities**

The Graduate Assistant for Campus Events and Student Programs supports the development and implementation of the Student Involvement Center's various programs and events including: large campus events, USU Productions and University Student Union events. The assistant is highly involved in the program development of USU Productions events and the Alternative Spring Break program and is expected to collaborate with staff from all Student Involvement program areas and several other departments and agencies off campus. Specific responsibilities include:

#### **USU Productions**

This committee creates a wide array of entertaining and enriching events and activities for the campus community throughout the year.

- Support and attend USU Productions events, programs, trips and trainings.
- Coordinate the volunteer student event staff (Pit Crew) and Marketing Team.
- Attend weekly Pit Crew meetings (Mondays 5pm to 7pm) and Marketing Team meetings.
- Serve as an advisor for USU Productions coordinators to provide guidance on program planning and implementation, event marketing and promotion, risk management and compliance with University policies and procedures.
- Assist with training and development of the USU Productions coordinators and volunteers.
- Assist with the negotiation and processing of contracts.
- Assist with assessment and evaluation of the USU Productions program and its events.
- Serve as an Event Supervisor at USU Productions events.
- Coordinate special projects as assigned.

#### **Alternative Spring Break**

- Recruit, train and advise team leaders, marketing coordinator and team participants.
- Facilitate weekly Alternative Spring Break meetings.
- Coordinate marketing of the program and projects.
- Coordinate service site projects along with the team leaders.
- Track budget and monitor expenditures.
- Assess program and participate in recommendations for improvements.
- Prepare annual report of program activities and impact.

#### **Preferences**

- Experience with program and event planning.
- Experience in marketing.
- Past experience in a team and group environment.
- Experience setting meeting agendas and facilitating meetings.

#### **Application Process**

Submit a resume and cover letter that addresses your interest and what you hope to gain from the position to Shawna Blair, Program and Event Coordinator, at [sbblair@csufresno.edu](mailto:sbblair@csufresno.edu). Successful candidates must be admitted to a Fresno State graduate program and enrolled in at least 6 units.

Position will be open until filled, applications will begin being reviewed April 29<sup>th</sup>.