



Student Involvement

Graduate Assistant – Clubs & Organizations & Major Events

Department:	Student Involvement
Reports to:	Coordinator, Student Involvement
Hours per week:	15-20 hours; term August to May
Compensation:	\$11 per hour

Responsibilities

The Graduate Assistant supports the development and implementation of the Student Involvement Center's Club and Organization, Major Events Programs, and other duties as assigned. Specific responsibilities include:

Club and Organization Registration and Orientation

- Assist with reviewing and processing Club and Organization Officer and Advisor Registration
- Contribute to the development and enhancement of Club and Organization Orientation Videos and Presentations
- Serve as correspondent providing strategic messaging regarding Club and Organization Registration and Orientation deadlines, instructions, and processing

OrgSync

- Assist in the development and implementation of the OrgSync Branding Campaign
- Manage the Club and Organization Events Calendar
- Facilitate, in conjunction with the supervisor, OrgSync information sessions and trainings
- Assist with the collection and analysis of club and organization data collected through OrgSync reports
- Enhance communication pathway between clubs and organizations and students interested in joining them.

Major Events

- Serve as the Open House Advisor to Vintage Days Committee
- Assist with marketing and planning Club and Organization Fairs
- Support with planning New Student Convocation, Traditions Day, Homecoming, Finals Cram Jam, Vintage Days, Commencement, and other special events
- Serve as a representative on the Club & Organization Event Review Committee

Application Process

Submit a resume and cover letter that addresses your interest and what you hope to gain from the position to Josh Edrington Coordinator for Clubs and Organizations, at jedrington@csufresno.edu Successful candidate must be admitted to a Fresno State graduate program and enrolled in at least 6 units.

Review of applicants will begin April 29th, open until filled.