

Graduate Assistant - Leadership Programs

Department: Student Involvement, University Student Union
Reports to: Leadership Programs Coordinator
Hours per week: 15-20 hours; July thru May
Compensation: \$11 per hour

Responsibilities

The Graduate Assistant for Leadership Programs supports the development and implementation of the Center for Leadership's various programs including the Co-Curricular Leadership Certificate (CCLC), the Campus Involvement Ambassadors (CIA), the Emerging Leaders Retreat, student leader recruitment, and student leader training. Specific responsibilities include:

Campus Involvement Ambassadors

- Assist in training and advising
- Develop and manage a schedule for peer involvement advising appointments
- Update club and organization contacts in order to provide accurate information to students
- Manage schedule for all presentations and commitments

Emerging Leaders Retreat

- Assist with marketing and recruiting participants
- Research, plan, and implement the service project component of the retreat
- Assist with curriculum development, implementation, and assessment
- Facilitate activities during the retreat

Student Leader Recruitment

- Update all recruitment materials (marketing, applications, etc.) for the leadership boards (Campus Involvement Ambassadors, USU Board of Directors, USU Productions, and Vintage Days)
- Schedule and facilitate all information sessions
- Coordinate interview schedules

Co-Curricular Leadership Certificate

- Collect campus event and activity information as it relates to certificate requirements
- Promote the program by facilitating interest sessions
- Update and maintain OrgSync and Reflection profile including forms and documents

Student Leader Training

- Assist in the coordination and implementation of training for student leadership groups

Application Process

Submit a resume and cover letter that addresses your interest and what you hope to gain from the position to Breanne Scogin, Senior Program Coordinator, at bscogin@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.**