

### 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 Programming supports the development and implementation of the Student Involvement Center's various programs and events including: large campus events, USU Productions and the University Student Union (USU) Board of Directors. The assistant is highly involved in the program development of USU Productions events and the USU Board of Directors 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.
- Attend weekly USU Productions meetings (Mondays 5pm to 7pm).
- 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.
- 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 the volunteer student event staff.
- Coordinate special projects as assigned.

#### **USU Board of Directors**

This committee oversees the services and facilities of the University Student Union (USU) as the student representatives on matters affecting both the USU and Satellite Student Union.

- Support and attend USU Board of Directors events, meetings and trainings.
- Attend all USU Board of Directors committee meetings (Mondays 3pm to 5pm).
- Assist with implementation of committee projects.
- Advise the USU Board of Directors Chair and Vice Chair as well as the PR & Marketing committee.
- Advise the USU Board of Directors Chair and New Member Selection Ad Hoc Committee.
- Assist with training and development of the USU Board of Directors members.

#### **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 June 1<sup>st</sup>.*