

Graduate Assistantship - Club Sports Program

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

Responsibilities

Assist in developing a comprehensive Club Sports program that will include: risk management, club organization, advisory council, and web based management. Assistants are highly involved in the development of the Club Sports program and are expected to collaborate with staff from all Student Involvement program areas, as well as other on-campus departments and off-campus businesses and organizations. Specific responsibilities include:

Club Sports Program

- Serve as a liaison to participants of the program regarding information, updates, and opportunities
- Assist in the day-to-day operation of the Club Sports program, including but not limited to marketing, scheduling, financial management, policy review, and risk management practices
- Assist in maintenance of web based management/organization materials
- Participate in collaboration and discussion with on- and off-campus entities working with the university recognized club sport teams.
- Review and research club sports programs “best practices”

Club Sports Council

- Assist in training and advising
- Manage, in conjunction with the student leadership, presentations and commitments
- Plan and facilitate leadership development for council leadership
- Assist with budget preparation and disbursement

Application Process

Submit a resume and cover letter that addresses your interest and what you hope to gain from the position to Eddie Dominguez, Coordinator, Student Involvement, at eddominguez@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 June 1, 2015; open until filled.