

## Graduate Assistantship - Club Sports Program

<b>Department:</b>	Student Involvement
<b>Reports to:</b>	Coordinator, Student Involvement
<b>Hours per week:</b>	15-20 hours; term August to May
<b>Compensation:</b>	\$10 per hour (not to exceed \$7,000)

### **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 program development of Club Sports program and are expected to collaborate with staff from all Student Involvement program areas and several other departments and agencies off campus. 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 development 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](mailto: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 25<sup>th</sup>; open until filled.*