



Student Involvement

Graduate Assistant – Clubs & Organizations

Department:	Student Involvement
Reports to:	Coordinator for Clubs and Organizations
Hours per week:	20 hours; term August to May
Compensation:	\$10 per hour (not to exceed \$7,000)

Responsibilities

The Graduate Assistant supports the development and implementation of the Student Involvement Center's Club and Organization Program. Specific responsibilities include:

Club and Organization Registration and Orientation

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

OrgSync

- Assist in the development and updating of the Student Involvement Umbrella portal
- 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.

Events

- Assist with marketing and planning of monthly Club and Organization Fairs
- Support with planning Welcome Week, Homecoming, Finals Cram Jam, Vintage Days and other special events
- Attend weekly Club & Organization Event Review Committee meetings

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 June 6th; open until filled.