

Graduate Assistant - Leadership Programs

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

Responsibilities

The Graduate Assistant for Leadership Programs supports the development and implementation of the Student Involvement Center's various leadership 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:

Co-Curricular Leadership Certificate

- Serve as a liaison to participants of the program regarding information, updates, and opportunities
- Promote the program by facilitating interest sessions and orientations
- Update and maintain OrgSync profile including forms and documents
- Track and maintain participant database

Campus Involvement Ambassadors

- Assist in training and advising
- Develop and manage a schedule for peer involvement advising appointments
- Manage, in conjunction with the group leader, 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

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

Student Leader Training

- Assist in the coordination and implementation of May, August, and January 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, Coordinator for Leadership Programs, 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 June 25th; open until filled.