

Graduate Assistant for Student Programming

Department:	Student Involvement Center, University Student Union
Reports to:	Program and Event Coordinator
Hours per week:	20 hours, Includes nights and weekends, term August to May
Compensation:	\$10 per hour (not to exceed \$7,000)

Responsibilities

The Graduate Assistant for Student Programming supports the development and implementation of the Student Involvement Center's various programs and events including USU Productions, the University Student Union (USU) Board of Directors and the Alternative Spring Break Program. The assistant is highly involved in the program development of USU Productions events and the Alternative Spring Break 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

- Support and attend USU Productions events, programs, trips and trainings.
- Attend weekly USU Productions meetings
- Serve as an advisor for USU Productions coordinators to provide guidance on program planning and implementation, event 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.
- Oversee the Finals Cram Jam program and bus trips
- Assist with assessment and evaluation of the USU Productions program and its events.
- Serve as an Event Supervisor at USU Productions events
- Coordinate special projects as assigned.

USU Board of Directors

- Attend all USU Board of Directors committee meetings
- Assist with implementation of committee projects
- Advise the Personnel and PR & Marketing committees

Alternative Spring Break

- Recruit, train and advise team leaders and volunteers
- Coordinate service site projects along with the team leaders
- Track budget and monitor expenditures
- Assess program and participate in recommendations for improvements.
- Prepare annual report of program activities and impact.

Preferences

- Experience with program and event planning
- 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. Successful candidate must be admitted to a Fresno State graduate program and enrolled in at least 6 units.

Review of applicants will begin May 20th, open until May 17th.