

**STUDENT INVOLVEMENT  
CALIFORNIA STATE UNIVERSITY, FRESNO  
STUDENT EVENT COORDINATOR JOB DESCRIPTION**

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<b>JOB TITLE:</b>	Student Event Coordinator (2 Positions Available)
<b>DEPARTMENT:</b>	Student Involvement, University Student Union
<b>REPORTS TO:</b>	Program and Event Coordinator
<b>WAGE RANGE:</b>	\$10 an hour
<b>WORK SCHEDULE:</b>	15 hours per week, may include nights and weekends, term June to May

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**JOB DESCRIPTION**

Under supervision of the Program and Events Coordinator, the Student Event Coordinator, as part of the Student Involvement Program and Events team, is responsible for planning, promoting, executing, and evaluating Student Involvement sponsored events for Fresno State students.

**JOB DUTIES**

- Assists in planning, promoting, and executing USU Productions and Student Involvement events, which may include, but not limited to, lectures, live performances, movie showings, bus trips and multi-faceted events such as Welcome, Homecoming and Finals Cram Jam.
- Attend weekly staff meetings, trainings and events as assigned.
- Prepares and distributes detailed timelines and staffing plans prior to events.
- Coordinates event marketing plans.
- Coordinates room reservations, layouts and other event needs.
- Solicits quotes from and negotiates with vendors for event-related services and rentals.
- Solicits quotes from and negotiates with artists for event-related performances.
- Writes or assists in writing a variety of general correspondence and reports.
- Conducts research, including surveys, evaluations and assessments.
- Develops and tracks specific event budgets.
- Develops and/or supports partnerships and professional working relationships with Student Involvement staff, student volunteers, university departments, faculty and clubs and organizations.
- Works with established computer programs including but not limited to Word, Excel, Outlook and Publisher.
- Performs a variety of general office tasks including typing, filing, answering phones, photocopying, faxing, etc.
- Performs other related duties as assigned.

**QUALIFICATIONS**

**EDUCATION**

- Successful candidates must be a current Fresno State undergraduate student and enrolled in at least 6 units with a GPA of 2.0 or higher per previous semester.

**EXPERIENCE**

- Previous experience or academic coursework demonstrating the ability to perform the essential duties of the position required.

**REQUIRED KNOWLEDGE AND ABILITIES**

- Excellent customer service skills required.
- Strong verbal communication skills required, including ability to share relevant information, ask questions, listen well and respond appropriately.
- Strong written communication skills required, including composition, grammar, spelling and punctuation.
- Ability to use modern office equipment including but not limited to computer, telephone, copier, and fax.
- Working knowledge of Microsoft Word, Excel, PowerPoint, Outlook and Publisher (desired).
- Must be well-organized and detail-oriented.
- Ability to work under time restraints and meet deadlines.
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision.
- Ability to accept and respond appropriately to constructive feedback.
- Ability to identify problems and/or concerns relative to position of employment, and recommend viable solutions.
- Ability to work effectively in a multi-cultural environment.
- Ability to work independently and as a member of a well functioning team.
- Desire to develop or enhance large event planning skills a plus.
- Interest in pursuing a career in Student Union/Student Affairs/Event Planning a plus.

**APPLICATION PROCEDURE**

Submit an application, resume and cover letter that addresses your interest and what you hope to gain from the position to the Student Involvement Office, USU 306 by 5pm on Thursday, May 5, 2016. Interviews for selected candidates will be held on May 13 and 14, 2016.