STUDENT EVENT COORDINATOR

Student Involvement – Spotlight Events

FRESNO STATE | Student Involvement

Position Description

Under supervision of the Coordinator of Events, Programs, and Leadership, the Student Event Coordinator, as part of Student Involvement – Spotlight Events, is responsible for planning, promoting, executing, and evaluating events for Fresno State students.

Type:	Part-time, non benefited – current Fresno State students only
Supervisor:	Coordinator of Events, Programs, and Leadership
Wage:	$16.90 (non-negotiable)
Term:	January 2027 – June 2027
Schedule:	20 hours per week (maximum); includes nights and weekends
Openings:	1 (Fresno, CA – In-person)

Responsibilities

- Assists in planning, promoting, and executing Spotlight Events and Student Involvement events, which may include, but not limited to, live performances, special events and multi-faceted social and educational events such as I Heart Fresno State Week and Finals Cram Jam.
- Attend weekly meetings, trainings and events as assigned.
- Prepares and distributes detailed timelines and staffing plans prior to events.
- Participates in public facing marketing content.
- Coordinates room reservations, layouts, equipment and other event needs.
- Solicits quotes from and negotiates with vendors and artists for event-related services, rentals and performances.
- Writes or assists in writing a variety of general correspondence and reports.
- Conducts attendee and event research, including surveys, evaluations and assessments.
- Develops and tracks specific event budgets and creatively utilizes allocated 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 Canva, Zoom and Google Suite.
- Performs a variety of general office tasks including typing, filing, answering phones, photocopying, etc.
- Performs other related duties as assigned.

Qualifications

- Fresno State undergraduate student, enrolled in at least 6 units, with a GPA of 2.0 or higher
- Proficient in in-person campus work
- Excellent customer service and communication skills (verbal and written)
- Detail-oriented, organized, and able to work under time constraints with minimal supervision
- Competent with office equipment and software (Canva, Google Suite, etc.)
- Creative, adaptable, and able to work collaboratively on a team

Organization Description

Spotlight Events is a student-led program that prides itself in hosting versatile, quality events with the aim of creating a welcoming experience for all Fresno State students. The goal is to entertain, engage and enhance the student experience.

How to Apply

Submit an application, resume and cover letter that addresses your interest and what you hope to gain from the position to Bethanie Alcaraz at sievents05@mail.fresnostate.edu by 5:00 pm on Monday, November 30. Review of applicants will begin December 1; open until filled.

For questions, visit @FS_SpotlightEvents on Instagram, or email sievents05@mail.fresnostate.edu