

# GRADUATE ASSISTANT

## Student Involvement Center – Spotlight Events

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### Position Description

The Graduate Assistant for Spotlight Events supports the development and implementation of projects and student development. The assistant is highly involved in the program development of Spotlight Events day-to-day logistics through collaboration with Student Involvement program areas, University departments and off-campus entities.

Type:	Part-time, non benefited – current Fresno State graduate students only
Supervisor:	Coordinator of Events, Programs, and Leadership
Wage:	\$16.90 (non-negotiable)
Term:	June 2026 – May 2027
Schedule:	20 hours per week (maximum); includes nights and weekends
Openings:	1 (Fresno, CA – In-person)

### Responsibilities

- Manage and further develop the Spottie's Helpers volunteer program by recruiting, coordinating, and supporting volunteer committees responsible for event support and marketing initiatives.
- Support and attend events, trainings and other functions hosted by Spotlight Events.
- Advise student employees on event-planning, marketing, risk management and compliance with University policies and procedures.
- Recruit, coordinate and support committees of volunteers tasked with event support and marketing.
- Coordinate and facilitate workshops, events, programs and projects that promote leadership development.
- Develop and assess curriculum, leadership practices and related special projects.
- Conduct semesterly attendee and event research, assessments, and evaluations to measure the effectiveness and impact of Spotlight Events programs.
- Performs other related duties as assigned.

### Qualifications

- Must be an enrolled Fresno State graduate student enrolled in 4 or more units (9 or more units for international graduate students) with a 3.00 cumulative GPA or above.
- Experience with event planning, marketing and leading meetings preferred.
- Experience working in a team or group setting with leadership responsibilities preferred.
- Proficient in in-person campus work
- Excellent customer service and communication skills (verbal and written)
- Competent with office equipment and software (Microsoft Office, Google Suite, etc.)
- Detail-oriented, organized, and able to work under time constraints with minimal supervision

### 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 Bianca Palma at [biancapalma@mail.fresnostate.edu](mailto:biancapalma@mail.fresnostate.edu) by 11:59 pm on Wednesday, May 27. Review of applicants will begin May 28; open until filled.

For questions, visit [@FS\\_SpotlightEvents](#) on Instagram, or email [biancapalma@mail.fresnostate.edu](mailto:biancapalma@mail.fresnostate.edu)