

# GRADUATE ASSISTANT

Student Involvement Center – Spotlight Events

FRESNOSTATE | Student Involvement

---

## 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:	\$16.50 per hour (non-negotiable)
Schedule:	20 hours per week (maximum); includes nights and weekends
Openings:	1 (Fresno, CA – In-person)

## Responsibilities

- Support and attend events, trainings and other functions hosted by Spotlight Events.
- Facilitate weekly check-ins
- 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 assessment and evaluation 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

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

## How to Apply

Submit a resume and cover letter that addresses your interest and what you hope to gain from the position to Anyssa Villalobos at [anyssav@mail.fresnostate.edu](mailto:anyssav@mail.fresnostate.edu) by 5 pm on Monday, May 12. Review of applicants will begin May 12; open until filled.

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