

# GRADUATE ASSISTANT

Student Involvement Center – Off-Campus Student Life

FRESNOSTATE | Student Involvement

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## Position Description

The Graduate Assistant for Off-Campus Student Life supports the development and implementation of projects and student development. The assistant is highly involved in the program development of Off-Campus Student Life 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 Off-Campus Student Life and Innovation
Wage:	\$16.50 per hour (non-negotiable)
Schedule:	20 hours per week (maximum); early morning and occasional nights and weekends
Openings:	1 (Fresno, CA – In-person)

## Responsibilities

- Support and attend events, trainings and other functions hosted by Off-Campus Student Life.
- Facilitate weekly check-ins to ensure projects are on-pace.
- Advise Neighborhood Ambassadors 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 support commuter needs.
- Develop and assess curriculum, leadership practices and related special projects.
- Conduct assessment and evaluation of Off-Campus Student Life programs.
- Engage in community outreach and development by fostering partnerships with local organizations.
- Support marketing and communications by producing and editing content for Off-Campus Student Life social media, website, publications, and email campaigns.
- 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

Off-Campus Student Life (OCSL) is committed to fostering connections, empowering students, and creating a sense of belonging for commuter students. We offer targeted programming, resources, and opportunities designed to meet their unique needs to enhance their college journey.

## How to Apply

Submit a resume and cover letter that addresses your interest and what you hope to gain from the position to Evita Soares at [esoares@mail.fresnostate.edu](mailto:esoares@mail.fresnostate.edu) by 5 pm on Friday, September 26. Review of applicants will begin as soon as possible; open until filled.

For questions, visit @OCSLProgram on Instagram, or email [esoares@mail.fresnostate.edu](mailto:esoares@mail.fresnostate.edu)