

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 per hour (non-negotiable)
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, speakers, live performances, special events and multi-faceted events such as Welcome Week and Finals Cram Jam.
- Attend weekly 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 and artists for event-related services, rentals and 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 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)
- Competent with office equipment and software (Canva, 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 Bianca Palma at sievents05@mail.fresnostate.edu by January 5 at 11:59 p.m. Review of applicants will begin January 6; open until filled.

For questions, visit @fs_spotlightevents on Instagram, or email spotlightevents@mail.fresnostate.edu.