

# STUDENT EVENT COORDINATOR

## Student Involvement – Spotlight Events

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### 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.

<b>Type:</b>	Part-time, non benefited – current Fresno State students only
<b>Supervisor:</b>	Coordinator of Events, Programs, and Leadership
<b>Wage:</b>	Minimum (non-negotiable)
<b>Schedule:</b>	20 hours per week (maximum); includes nights and weekends
<b>Openings:</b>	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 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.
- Coordinates event marketing plans and participates in public facing marketing content.
- 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 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.)

### 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 a 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 5 pm on Monday, January 19. Review of applicants will begin January 19; open until filled.

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