
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:	\$16.50 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 an application, 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 by Monday, May 12 at 11:59 p.m. Review of applicants will begin January 12; open until filled.

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