

Graduate Assistant – Student Clubs & Organizations

Department:	Student Involvement
Reports to:	Coordinator, Student Organizations and Leadership Development
Hours per week:	15-20 hours; term June to May
Compensation:	\$16 per hour

Responsibilities

The Graduate Assistant supports the development and implementation of the Student Involvement Center's Student Club and Organization services and programs and other duties as assigned. Specific responsibilities include, but are not limited to:

Club and Organization Registration and Orientation

- Along with the Student Assistant team, assist with reviewing and processing Club and Organization Officer and Advisor Registration via Engage platform.
- Contribute to the development and enhancement of Club and Organization orientation and associated presentations
- Serve as correspondent providing strategic messaging regarding Club and Organization registration and orientation deadlines, instructions, and processing

Club and Organization Leadership Programming and Training

- Assist in the coordination, development and execution of educational materials and presentations that support and promote the leadership development of student organization leaders. Sample topic areas include, but are not limited to, student officer transitions, event planning logistics, club budgeting, etc.
- Serve on the Event Review Committee and respond/provide information to student clubs and organizations regarding the successful planning of campus events.

Organization

- Coordinate and manage the Club and Organization events and educational programming calendar
- Facilitate, in conjunction with supervisor, Engage information sessions and trainings to maximize administrative and student use of the Engage platform
- Assist with the collection and analysis of club and organization data collected through Engage reports
- Enhance communication pathway between clubs and organizations and students interested in joining them.

Application Process

Submit a resume and cover letter that addresses your interest and what you hope to gain from the position to position to Eddie Dominguez, Coordinator, Student Involvement, at eddominguez@csufresno.edu. Successful candidate must be admitted to a Fresno State graduate program and enrolled in at least 6 units. **Review of applicants will begin June 1; open until filled.**