

California State University, Fresno Foundation

COORDINATOR OF EVENTS, PROGRAMS, AND LEADERSHIP DEVELOPMENT –

STUDENT UNIONS

JOB ANNOUNCEMENT #25-735

POSITION SUMMARY:	<p>Full-time, benefited position available for the Student Union through the California State University, Fresno Foundation. Under the general supervision of the Associate Dean of Student Involvement, the Coordinator of Programs, Events, and Leadership Development coordinates programs that support the Student Unions and Student Involvement. Those programs include: Spotlight Events, Finals Cram Jam, Late Night Programs, Leadership Development, and other special projects. The Coordinator coordinates program goals and outcomes; recruits, trains and supports the student leaders who provide diverse educational activities, entertainment events, leadership training and community service experiences; serves as a key campus programming resources; collaborates with academic and university departments to enhance student learning, success and the classroom experience; assists in the development of annual goals, programs, budget and problem solving for the Student Unions and Student Involvement. Responsible for advising the Spotlight Events (student programming board) team in all aspects of program selection, implementation, and evaluation; active engagement and support of the SU Board of Directors. The incumbent is responsible for planning, implementing and evaluating a cohesive array of diverse, equitable, and inclusive co-curricular leadership development programs. This position supports the development of student leadership experiences that foster relationship building, engagement and involvement, skill building, and a sense of campus community and belonging.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Associate Dean of Student Involvement, the Coordinator of Events, Programs and Leadership Development will be responsible for the following:</p> <ul style="list-style-type: none"> • Provide visionary and creative leadership in the development and implementation of the SU programming board; Spotlight Events, Pit Crew, and Marketing to provide comprehensive and diverse programming opportunities for Fresno State Students. Serve as a leader and support role in all aspects of Spotlight Events. • Lead the design, development, implementation and assessment of co-curricular leadership development experiences for all students. • Collaborate with the Cross-Cultural and Gender Center, Student Housing, and other campus departments to develop and support organization leadership initiatives to develop programs that address leadership and diversity, equity, and inclusion. • Ensure diversity, access and inclusion are integral to the design, planning and implementation of all programs and services, marketing materials and participation opportunities. • Establish effective and cooperative working relationships with students, faculty, administrators, and staff and community agencies for collaborative programming. • Coordinate and administer the Spotlight Events strategic plan, programming budget and program evaluation and assessment. • Instruct and advise student volunteers with all aspects of program planning, promotional campaigns, contract negotiations and program evaluations. • Prepare annual budget requests based upon needs analysis and resource availability. Present budget requests to the SU Board and the Associate Dean and Associate Director. Monitor expenses to be consistent with resource allocation plans. When congruent with University policies, pursue outside funding support for program elements. • Serve as a key team member in the planning, delivery and support of Student Involvement programs and major campus events including but not limited to Welcome Week, Homecoming, Vintage Days, and Commencement. • Develop and execute evening & late night programs within and around the Student Unions. • Other duties as assigned.

POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor's degree from a four (4) year college or university in a related field required. <ul style="list-style-type: none"> ◦ Master's degree preferred • Two (2) years of experience in the practices, procedures and administration of leadership development, student development and student activities programs. • Ability to make decisions autonomously and work without immediate supervision. • Excellent oral and written communication skills. • Strong interpersonal, organizational and conflict management skills. • Ability to demonstrate sensitivity to, and an awareness of the diverse needs of the campus community. • Experience with programming, student organizations, or event planning is preferred, however candidates with a strong background and set of experiences appropriate for this position may also be considered. <p>Knowledge And Abilities:</p> <ul style="list-style-type: none"> • Advise students, individually or in groups • Work with university, community and campus constituents to develop successful partnerships for the benefit of students and campus community. • Carry out variety of complex assignments in a fast paced environment • Ability to make decisions autonomously. • Understand and interpret policies, procedures, rules and regulations. • Establish and maintain cooperative working relationships with students, faculty, administrators, staff and community agencies and vendors. • Knowledge of and experience with diversity programs and issues in higher education. • Knowledge of and experience with leadership programs and issues in higher education. • Ability to align program with budgetary resources, monitor expenditures and plan accordingly to meet financial obligations. • Knowledge of principles, practices and procedures of Student Union programming/activities; cultural, social, recreational, and educational needs of a university community; elements involved in program planning, productions, promotion, and evaluation; budget development; computer systems and software applications related to program development, implementation and administration.
COMPENSATION:	\$23.00 - \$25.00 per hour (\$47,840 - \$52,000 annually). Benefits include medical, dental, vision, life insurance and 401K, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins on <u>September 10, 2025</u>. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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