

California State University, Fresno Foundation

GRADUATE ASSISTANT – RICHTER CENTER

JOB ANNOUNCEMENT #22-342

POSITION & SUMMARY:	Student position for the Richter Center through the California State University, Fresno Foundation. Average of 15-20 hours/week with some adjustment for special events and trainings; some evenings and weekends.
ESSENTIAL JOB FUNCTIONS:	Under the general direction of the Cohort Coordinator, the incumbent will be responsible for the following. Typical duties include, but are not limited to: <ul style="list-style-type: none"> • Engage in recruitment efforts for 120 College Corps members, including tabling, presentations, social media, and outreach to Fresno State and Fresno City College students • Provide programmatic support for cohort offerings, including helping to plan and implement professional/personal development opportunities for students • Provide planning and logistical support for program events/projects (such as trainings, retreats, ongoing meetings, outreach efforts, etc.) • Assist with collecting cohort data and assessments, and supporting program staff in evaluating this information • Serve as a mentor to cohort members; possibly engage in site visits in order to advise students • Lead student team meetings and/or reflections when available/appropriate • Assist with program social media efforts including: developing content, scheduling posts, and provide on-site social media coverage for special events and gatherings • Maintain regular office hours • Conduct regular check-ins with program staff • Maintain program files, binders, and resources • Assist with program planning when available/appropriate • Perform light receptionist duties (answering phones, assisting visitors to the Center) • Other duties, as assigned
QUALIFICATIONS & EXPERIENCE:	<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> <ul style="list-style-type: none"> • Graduate student in counseling, student services, or higher education administration preferred; but will accept applications from seniors who intend to apply for graduate school at Fresno State • Commitment to the value of serving others • Well-developed communication skills: comfortable speaking in front of groups, effective communicating in one-on-one and small team settings, strong writing skills • Attention to details and producing high quality materials/activities • Effective problem-solving skills • Deep sensitivity to diverse populations • Experience in service and volunteerism a plus • Flexibility to adjust schedule around program events
COMPENSATION:	\$16.00 - \$18.00 per hour, depending on experience.
FILING DEADLINE:	Application review begins immediately; open until filled.
TO APPLY:	Please submit a cover letter and resume to Alondra Martinez at martinez_alo@csufresno.edu.

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.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.