

California State University, Fresno Foundation

GRADUATE ASSISTANT – RICHTER CENTER

JOB ANNOUNCEMENT #26-830

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 Student Success Coordinator, the incumbent will be responsible for the following. Typical duties include, but are not limited to: Primary Job Duties: • Engage in recruitment efforts for 98+ College Corps members, including tabling, presentations, social media, and outreach to Fresno State • Participate with planning, coordinating, and facilitating cohort programming, including professional development, leadership development, civic engagement, wellness opportunities, and COMS 101 Class • Serve as an advisor and resource for College Corps Fellows by facilitating regular check-ins, tracking academic and program progress, offering success-focused advising, connecting students to campus resources, and conducting site visits to ensure individualized, on-site guidance • Provide planning and logistical support for program events/projects (such as training, retreats, ongoing meetings, outreach efforts, etc.) • Contribute to collecting cohort data and assessments, and supporting program staff in evaluating this information • Assist with monitoring Fellows' service hours using the America Learns platform • Collaborate with Student Assistants on program social media efforts, including developing content, scheduling posts, and providing on-site social media coverage for special events and gatherings • Facilitate student meetings, reflection activities, workshops, and small group discussions General Job Duties • Maintain regular office hours • Conduct regular check-ins with program staff • Maintain program files, binders, and resources, and office supply inventory • 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> Required: • Commitment to the value of serving others • Well-developed communication skills: comfortable speaking in front of groups, effective communication in one-on-one and small team settings, strong writing skills • Attention to detail and producing high-quality materials/activities • Effective problem-solving skills • Deep sensitivity to diverse and marginalized populations • Experience in service and volunteerism a plus • Flexibility to adjust schedule around program events

	Preferred: • Graduate student in counseling, student services, or higher education administration preferred • Experience with Microsoft Office and Google Workspace. • Experience using Canva, Qualtrics, or other communication and data management tools. • Event planning and project coordination experience. • Ability to work independently while contributing to a collaborative team environment. • Valid driver's license and willingness to travel locally for site visits (if applicable).
COMPENSATION:	\$18.90 - \$20.50 per hour, depending on experience.
DEADLINE:	Application review begins immediately; open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Please submit a cover letter and resume to Yosagandhi Gonzalez-Tarvin at yosagandhi@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