

California State University, Fresno Foundation

NEWS STUDENT ASSISTANT – UNIVERSITY MARKETING AND COMMUNICATIONS

JOB ANNOUNCEMENT #26-789

POSITION SUMMARY:	Part-time, student position with University Marketing and Communications through the California State University, Fresno Foundation. Under the direction of the Director of Strategic Communications, the news student assistant will work with all forms of news at Fresno State. Students must have the ability to work a flexible schedule between the working hours of Monday – Friday from 8 a.m. – 5 p.m.
ESSENTIAL JOB FUNCTIONS:	<p>The student assistant will gain hands-on experience in University Marketing and Communications, with opportunities to develop writing skills and engage with media operations, as well as collaborate with campus administrators, faculty and staff.</p> <ul style="list-style-type: none"> • Compile and post class notes for Fresno State Magazine and Fresno State Today • Compile, track and distribute media coverage reports and clips • Organize and update stories and metadata for the news archive • Assist in developing Campus News, the weekly faculty-staff newsletter • Write news tips, stories and occasional press releases • Support press events and media relations efforts • Provide general support for University Marketing and Communications operations
QUALIFICATIONS & EXPERIENCE:	<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"> • Must be currently enrolled as a student at California State University, Fresno in at least six (6) units (undergrad) or four (4) units (grad). • Strong written and verbal communication skills • Familiarity with Google Workspace (Gmail, Docs, Sheets and Calendar) • Basic understanding of AP writing style • Ability to represent University Marketing and Communications in a professional manner • Strong organizational skills and attention to detail, with the ability to manage multiple tasks • Ability to work independently and collaboratively in a team environment • Openness to feedback and a willingness to learn
COMPENSATION:	\$16.90 per hour
DEADLINE:	Application review begins immediately; 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: angel@csufresno.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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER