

Position:	Student Host
Reports to:	Assistant Director, Student Engagement
Number of Positions:	4
Location:	California State University, Fresno - Fresno, CA
Employment Dates:	June 20 to July 22, 2024
Base Rate of Pay:	\$16/hour
Schedule:	Up to 40 hrs/week, weekends and holidays required

Position Summary

Under the direct supervision of the Assistant Director, Student Engagement, the Student Host will perform various clerical and administrative activities in support of Summer Arts. Typical duties include assisting with student check-in and attendance, conveying information between the Summer Arts office and the classroom, assisting the course coordinator with in-class needs, ensuring classrooms are set and reset, administering student evaluations, and other duties as assigned. The Student Host will have regular interactions with Summer Arts staff, faculty course coordinators, guest artists, campus personnel, members of the community, and Summer Arts students.

Qualifications and Requirements

- Must be a currently enrolled Fresno State student. Preference will be given to Visual Art/Design, MCJ, English, Music, Dance, or Theatre majors.
- Service-oriented with excellent interpersonal and communication skills.
- Ability to handle multiple tasks and changing priorities.

Application Instructions

- Apply online with a cover letter and resume in PDF format by [clicking here](#).
- Application deadline: Applications will be reviewed on a rolling basis and position may close at any time. Apply as soon as possible for consideration.