

Position:	Program Assistant
Reports to:	Director of Summer Arts
Number of Positions:	1
Location:	California State University, Fresno - Fresno, CA
Employment Dates:	June 12 to July 22, 2024
Base Rate of Pay:	\$16.50/hour
Schedule:	Up to 40 hrs/week, weekends and holidays required

Position Summary

Under the direct supervision of the Director of Summer Arts, the Program Assistant will perform various administrative activities in support of Summer Arts. Typical duties include general administrative and scheduling support; data entry; special event assistance; maintaining files and various records; mailings and correspondence; communications support, and other duties as assigned. The Program Assistant 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

- 1 year administrative experience
- Basic knowledge of general office procedures and standard office equipment
- Basic working knowledge of software applications such as Microsoft 365 and Google Workspace
- Ability to handle multiple tasks and changing priorities
- Excellent organizational, interpersonal, and communication skills
- Interest in the arts preferred

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.