

Job Announcement

Job Title: Events Specialist

Job type: Graduate Assistant

Location: MBA Office, Mihaylo College of Business and Economics

Job description: This is an exciting opportunity for professional-level experience with the MBA Office for a current CSUF graduate student. This position is designed to provide a motivated individual with “real world” professional experience. The Events Specialist will assist the Director and other staff in the MBA Office in the areas of project management, events management, and office communications. The Events Specialist will have these main responsibilities:

1. Oversee and serve as project manager for office events and operations
2. Oversee and direct front desk operations and communications with prospective students and other visitors.
3. Manage scheduling and implementation of all prospective student information sessions
4. Oversee and manage all student-based events for the office including prospective, new, current, and graduating students.
5. Assists with development of content developer for several of sources including online, newsletters, and publications.
6. Oversees development and distribution of all prospective student information

Hiring timeline: Resumes will be accepted on an on-going basis. We will start reviewing applicants on May 4, 2009. This position will start on July 1, 2009.

Please submit resumes to:

Van Muse
MBA Director
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