SDSU | Fowler College of Business
Wendy Gillespie Center for
Advancing Global Business

Graduate Assistant

Position Overview

The Wendy Gillespie Center for Advancing Global Business (WGCAGB) connects and supports students, faculty, and global businesses and is closely affiliated with the Master of Science in Global Business Development (MSGBD) program. The assistant primarily supports administration and events, with opportunities to contribute to research and special projects as needed.

Key Responsibilities

- Prepare materials for advisory board meetings, attend meetings, and take meeting notes.
- Support events through promotional materials, outreach, photography, social media, setup, and cleanup.
- Respond to incoming inquiries and correspond with vendors in a helpful, friendly, and professional manner.
- Prepare and process staff expense reports, purchase orders, payment requests, and other administrative forms.
- Gather information and assist with recording data and reporting on federal forms.
- Compile documentation for Center programs that advance international business knowledge in education and research.
- Conduct research, build and maintain databases, and assist with website updates.
- Support research projects by collecting and analyzing data and preparing reports with findings and recommendations.
- Assist Center staff with special projects and other duties as assigned.

Qualifications

- Strong attention to detail, ability to learn quickly and work independently, and effective communication and problem-solving skills.
- Intermediate proficiency in Microsoft Office and/or Google Workspace, including creating PowerPoint slides for speeches and presentations.
- Ability to prepare professional letters, emails, and other written correspondence.
- Fluency in English with strong oral and written communication skills.
- Proficiency in an additional language is preferred but not required.

How to Apply

Email your résumé and a cover letter to Heidi Knuff at hknuff@sdsu.edu. In your cover letter, describe your qualifications and explain why you would be a strong fit for this position.