

STUDENT EMPLOYMENT OPPORTUNITIES

SOCIAL MEDIA & EVENT PLANNING STUDENT ASSISTANT 2

STUDENT ARCHIVAL RESEARCH ASSISTANT 4

SOCIAL MEDIA & EVENT PLANNING STUDENT ASSISTANT

TITLE:	SOCIAL MEDIA & EVENT PLANNING STUDENT ASSISTANT
DEPARTMENT:	CHICANA/O STUDIES
REPORTS TO:	DIRECTOR OF LATINX LAB FOR STORYTELLING & SOCIAL JUSTICE
CLASSIFICATION:	STUDENT (UP TO 10 HOURS PER WEEK)
SALARY:	\$20.00 / PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

The Social Media & Event Planning Student Assistant plays a key role in supporting the mission of the Latinx Lab for Storytelling & Social Justice. This position works closely with the Latinx Lab Director and Project Coordinator to create engaging digital content, promote Lab initiatives, and assist with the planning and execution of events. The ideal candidate is creative, collaborative, and passionate about storytelling, community engagement, and social justice.

ESSENTIAL FUNCTIONS:

- Collaborate with the Latinx Lab Director and Project Coordinator to design and develop social media content.
- Regularly post and schedule content across all Latinx Lab social media platforms.
- Assist in creating marketing materials such as flyers and digital promotional material.
- Support planning, production, and execution of Latinx Lab events (e.g., symposia, presentations, workshops).
- Assist with event set-up, takedown, and on-site coordination.
- Provide clerical and administrative support, including virtual document organization and file management.
- Support staffing for Latinx Lab events, including greeting guests, managing sign-in sheets, and providing general assistance.
- Participate in opportunities related to Latinx Lab's storytelling projects.
- Contribute to fostering an inclusive, welcoming environment aligned with the mission of the Latinx Lab for Storytelling and Social Justice.

OTHER DUTIES:

- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Evidence of creative work related to social media, and digital promotional materials.
- Working knowledge and effective use of multiple social media platforms.
- Evidence of collaboratively working with peers, colleagues and communities.
- Demonstrated organizational skills needed to carry out projects and events in a timely manner.
- Demonstrated commitment to fostering inclusive and welcoming practices.

- Willingness to learn collaborative administrative and clerical skills.

EDUCATION:

- Must be a matriculated CSUF student.

PHYSICAL DEMANDS:

This role requires the ability to sit or stand for extended periods while creating digital content or completing administrative tasks, as well as move throughout the office, classrooms, and event spaces as needed. The position involves occasional lifting, carrying, or moving of materials during event set-up and takedown, along with bending, reaching, and pushing or pulling equipment. Regular use of a computer, cellphone to record social media content, and other office tools is required, as is the ability to communicate clearly in person and in busy event environments. The position may also require moving across campus to support meetings, outreach, and Latinx Lab events.

APPLICATION PROCEDURE:

If interested in this position, please send your resume and portfolio as a PDF or link to latinxlab@fullerton.edu. **The deadline to submit is 01/05/2026.**

STUDENT ARCHIVAL RESEARCH ASSISTANT

TITLE:	STUDENT ARCHIVAL RESEARCH ASSISTANT
DEPARTMENT:	POLLAK LIBRARY, SPECIAL COLLECTIONS
REPORTS TO:	DEPARTMENT LEADS
CLASSIFICATION:	STUDENT (UP TO 10 HOURS PER WEEK)
SALARY:	\$20.00 / PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

Student Archival Research Assistants will learn and apply archival processing and preservation skills through hands-on experiences, conduct archival research, and use tools to build their own community archives while revitalizing the ZRC.

ESSENTIAL FUNCTIONS:

Under the guidance of Latinx Lab – Archives Today Leads, Student Archival Research Assistants, will:

- Transcribe, interpret, and if necessary, translate the Zuniga Research Collections' (ZRC) oral histories and other digital audiovisual recordings
- Learn to appropriately employ online tools (such as Adobe Podcast Studio) to assist in the transcription of digital audiovisual recordings
- Apply appropriate library research methodologies to interpret digital audiovisual recordings.
- Organize, catalog, and, preserve archival materials to be placed into ZRC Collection
- Learn to digitize prioritized print materials

OTHER DUTIES:

- Design presentations, blog articles, and other marketing and outreach materials
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Ability to learn and perform assigned work; follow oral and written instructions.
- Work cooperatively with faculty, staff, and other students.
- Communicate effectively with all levels.
- Read and write English at a level appropriate to the position.
- Student who has completed the prior semester (has not graduated), or who is registered for the subsequent semester.

- In good academic standing (not on academic probation, continued probation, academic dismissal).
- Student who is authorized to work in the United States and can provide employment eligibility documents.

PREFERRED QUALIFICATIONS:

- Read and write Spanish at a level appropriate to the position.

EDUCATION:

- Must be a matriculated CSUF student.

PHYSICAL DEMANDS:

This role requires the ability to sit or stand for extended periods while creating digital content or completing administrative tasks, as well as move throughout the office, classrooms, and event spaces as needed. The position involves occasional lifting, carrying, or moving of materials, along with bending, reaching, and pushing or pulling equipment. Regular use of a computer, cellphone and other office tools is required. The ability to communicate clearly in person, in groups, and in writing.

APPLICATION PROCEDURE:

If interested in this position, please submit your resume and a cover letter to Barbara Miller at bmiller@fullerton.edu. Deadline for submission is 01/15/2026.