

STUDENT EMPLOYMENT OPPORTUNITIES

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STUDENT INTERNSHIP

TITLE:	STUDENT INTERNSHIP
DEPARTMENT:	SOCIAL SCIENCE RESEARCH CENTER (SSRC)
REPORTS TO:	CENTER DIRECTOR
EE CLASSIFICATION:	STUDENT
SALARY:	\$17.00/ PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

The goal of the SSRC internship program is to provide students with practical, hands-on experience in a real-world research setting, equipping them with skills and knowledge to contribute to research projects and prepare them for future careers or graduate studies. The overall objectives of the internship program are skill development and contributing to meaningful projects. Under the supervision of the Center Director, SSRC interns will contribute to ongoing research projects and make tangible contributions. The role of the Intern is multi-faceted, balancing learning with contributing to real-world projects. This includes but is not limited to understanding the scope of research projects, conducting literature reviews, programming surveys in Qualtrics, gathering and organizing data, data analysis, and report production.

ESSENTIAL FUNCTIONS:

- Gather and organize data, which may involve conducting surveys or collecting information from various sources.
- Programming surveys in Qualtrics.
- The development of data files in SPSS or Excel.
- Cleaning and preparing data files.
- Coding open-ended data.
- Perform simple descriptive statistics, as well as t-tests and chi-square tests.
- Interpret the results of data that is analyzed.
- Produce tables and graphics depicting analyzed data.
- Assist in report production.
- Proofread final reports.

MINIMUM QUALIFICATIONS:

- Current CSUF undergraduate student
- Seeking a degree in Social Science
- Experience using Excel, Microsoft Word, and SPSS.
- Excellent attendance and reliability.
- Completed at least one of the following and completed or is currently enrolled in the other:
 - Required research method course for major
 - Required statistics course for major
 - Enrolled in and completed internship courses (like Psych495) for my major during the internship.
- Must report 8-10 hours/ week for one semester.

- Must be available from 10 AM to 3 PM Fridays/ Additional 4-5 hours are flexible.

If students fit these criteria, we request the following:

- A cover letter directed at SSRC explaining qualification for and interest in the SSRC's program specifically. Cover letters directed at a general audience are not acceptable.
- An updated resume
- A Word or PDF copy of student's most current Titan Degree Audit or transcript

Eligible candidates will be invited for an interview and potentially asked to complete a brief analysis task.

EDUCATION:

- Required education: Enrolled at CSU Fullerton as an undergraduate and seeking a degree in Social Science

PHYSICAL DEMANDS:

Lifting of up to 25 lbs; periodic bending; long-term periods of sitting; long-term periods operating a computer.

APPLICATION PROCEDURE:

To be considered an applicant; you **must** send a cover letter, an update resume, an attachment with hours of availability, and a Word or PDF copy of the most current Titan Degree Audit or transcript to: lgil-trejo@fullerton.edu by 9/28/25.

COMMUNICATIONS STUDENT INTERN

TITLE:	COMMUNICATIONS STUDENT INTERN
DEPARTMENT:	OFFICE OF RESEARCH AND SPONSORED PROGRAM
REPORTS TO:	MANAGER
EE CLASSIFICATION:	STUDENT (UP TO 20 HOURS DURING SEMESTER)
SALARY:	\$18.00/ PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

Under general supervision of the Research and Sponsored Programs AVP, the Communications Student Intern will provide support in developing the communication and marketing efforts of the Office of Research and Sponsored Programs (ORSP). This will include researching, gathering, writing, editing, and reviewing content for web, print, and social media with a focus on promoting and increasing campus awareness of the programs, services, and operations of ORSP. The Student Intern will also provide assistance to the AVP for specialized projects as necessary.

The Office of Research and Sponsored Programs (ORSP) works with other units throughout campus to seek external support for faculty research, scholarship, creative activity, and institutional projects that support the educational and service mission of the university. ORSP staff assist with proposal development (Office of Research Development), proposal submission, contract negotiation (Office of Grants & Contracts), and post award support (Office of Sponsored Programs) and help to assure that research and sponsored programs are conducted in accordance with the highest ethical and regulatory standards (Office of Research Compliance). ****Start date October 2025.****

ESSENTIAL FUNCTIONS:

- Assist with development of both internal and external ORSP communications including, but not limited to development of written content for web, print, and social media.
- Research, write, and edit content for newsletters, website, social media and other communications as necessary.
- Assist with the maintenance of the ORSP website including, but not limited to updating written content, photos, documents, graphics, and videos.
- Assist with reviewing and proofreading all content for grammatical and spelling errors.
- Assist with on-going assessment of social media engagement and marketing initiatives.
- Contribute to the creation, promotion, and communications related to ORSP units, programs, and services.
- Provide quality, professional, friendly, and courteous customer service with everyone.
- Carry out other duties as assigned.

MINIMUM QUALIFICATIONS:

- CSUF Students in good academic standing with website experience helpful.
- Energetic and eager to tackle new projects and ideas.
- Self-directed and able to work with minimal supervision.
- Proficient computer skills in the use of word processing, spreadsheets, preferably Microsoft Office Suite applications (Word, PowerPoint, and Excel)
- Familiarity with Adobe Creative Suite, Canva and most social media platforms including Instagram, Facebook, X and LinkedIn.
- Excellent oral, written, and interpersonal communication skills.
- Strong copy editing, spelling, grammatical, editing, and proofreading skills.
- Must have a diligent attention to detail in reviewing documents for typos, punctuation errors, and formatting issues.
- Strong organizational, interpersonal, and time management skills.
- Demonstrated familiarity and interest in marketing and communications. Previous experience designing flyers, posters, and/or announcements is preferred.
- Ability to work with people from diverse backgrounds and interest.

EDUCATION:

- CSUF Students in good academic standing with website experience helpful.

PHYSICAL DEMANDS:

Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry up to twenty-five (25) pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

TO APPLY:

Please send resume to: orsp@fullerton.edu by 9/30/2025.

UROC UNDERGRADUATE ASSISTANT

TITLE:	UROC UNDERGRADUATE ASSISTANT
DEPARTMENT:	UROC
REPORTS TO:	DIRECTOR
EE CLASSIFICATION:	STUDENT (UP TO 20 HOURS DURING SEMESTER)
FLSA STATUS:	NON-EXEMPT
SALARY:	\$18.00 - \$22.00/PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

The Undergraduate Research Opportunity Center (UROC), under the Office of Research and Sponsored Projects (ORSP), works with other units throughout campus to support undergraduate research, scholarship, creative activity, and institutional projects that support the educational and service mission of the university. Under the supervision of the UROC Faculty Director, the *UROC Student Assistant* will provide support for the Undergraduate Research Opportunity Center (UROC).

ESSENTIAL FUNCTIONS:

- Perform clerical duties that include: responding to emails, maintaining files, organizing documents, answering the phone, greeting visitors, maintaining office space, and assisting with UROC activities.
- Communicate with students and faculty on various platforms.
- Assist in program development, event planning, promotional marketing material, and conference coordination.
- Technical knowledge of Microsoft Office Suites is required.
- Assist in maintaining UROC website (www.fullerton.edu/UROC)
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- CSUF Undergraduate Student in good academic standing with website development experience helpful.
- Energetic and eager to tackle new projects and ideas.
- Ability to understand and handle confidential data appropriately and respond with tact and diplomacy.
- Proficient computer skills, preferably Microsoft Office Suite applications (Word, PowerPoint, and Excel), Qualtrics, Adobe, UI, Web editing tools, Canva, Airtable, and other software as needed.
- Excellent written and verbal communication skills.
- Self-directed and able to work with minimal supervision.

PHYSICAL DEMANDS:

Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

TO APPLY:

Please complete the following [UROC Student Assistant Application](#) by 10/13/2025.

UROC GRADUATE ASSISTANT

TITLE:	UROC GRADUATE ASSISTANT
DEPARTMENT:	UROC
REPORTS TO:	DIRECTOR
EE CLASSIFICATION:	STUDENT (UP TO 20 HOURS DURING SEMESTER)
FLSA STATUS:	NON-EXEMPT
SALARY:	\$18.00 - \$22.00/PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

The Undergraduate Research Opportunity Center (UROC), under the Office of Research and Sponsored Projects (ORSP), works with other units throughout campus to support undergraduate research, scholarship, creative activity, and institutional projects that support the educational and service mission of the university. Under the supervision of the UROC Faculty Director, the *UROC Student Assistant* will provide support for the Undergraduate Research Opportunity Center (UROC).

ESSENTIAL FUNCTIONS:

- Perform clerical duties that include: responding to emails, maintaining files, organizing documents, answering the phone, greeting visitors, maintaining office space, and assisting with UROC activities.
- Communicate with students and faculty on various platforms.
- Assist in program development, event planning, promotional marketing material, and conference coordination.
- Technical knowledge of Microsoft Office Suites is required.
- Assist in maintaining UROC website (www.fullerton.edu/UROC)
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- CSUF Graduate Student in good academic standing.
- Mentoring and website development experience helpful.
- Energetic and eager to tackle new projects and ideas.
- Ability to understand and handle confidential data appropriately and respond with tact and diplomacy.
- Proficient computer skills, preferably Microsoft Office Suite applications (Word, PowerPoint, and Excel), Qualtrics, Adobe, UI, Web editing tools, Canva, Airtable, and other software as needed.
- Excellent written and verbal communication skills.
- Self-directed and able to work with minimal supervision.

PHYSICAL DEMANDS:

Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

TO APPLY:

Please complete the following [UROC Student Assistant Application](#) by 10/13/2025.

ACCOUNTING INTERN (STUDENT ASSISTANT)

TITLE:	ACCOUNTING STUDENT ASSISTANT
DEPARTMENT:	BUSINESS & FINANCIAL SERVICES
REPORTS TO:	ACCOUNTS PAYABLE LEAD
EE CLASSIFICATION:	STUDENT (UP TO 20 HOURS DURING SEMESTER)
SALARY:	\$17.00/PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

Under the supervision of the Accounts Payable Lead the Accounting Student Assistant will provide clerical and administrative support for the accounting and accounts payable team within the Business & Financial Services department. The position will provide great experience and will include the opportunity to learn real-world accounting processes and procedures.

ESSENTIAL FUNCTIONS:

Working directly with the Accountant and Accounts Payable Lead duties will include but are not limited to the following:

- Be part of a workflow tracing/maintaining payment requests and/or invoices with the use of various workflow procedures.
- Assist with data entry.
- Assist with Cashier's office.
- Assist with vendor vetting process by tracking various stages of the process.
- Assist with the scanning of documents.
- Assist with group email functions.
- Assist with journal entries.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Working knowledge of computer software such as Excel/Word/PowerPoint/Outlook.
- Ability to pay close attention to detail, work in an organized manner, ability to meet deadlines, follow instructions and work with little supervision.
- Basic knowledge of accounting functions.
- Willingness to learn and work cooperatively with others.

EDUCATION:

- Must be a matriculated CSUF student.

ADDITIONAL REQUIREMENTS:

- Must be available from Monday – Friday from 9AM – 1PM

TO APPLY:

Please send updated resume to: chrcamarena@fullerton.edu by 9/30/2025.