

## STUDENT EMPLOYMENT OPPORTUNITIES

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## **STUDENT OFFICE ASSISTANT**

<b>TITLE:</b>	<b>STUDENT OFFICE ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATION, PROPERTY, INFORMATION TECHNOLOGY, HUMAN RESOURCES, AND CONTRACTS</b>
<b>REPORTS TO:</b>	<b>ASSOCIATE EXECUTIVE DIRECTOR</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$19.00/ PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

The Student Office Assistant provides administrative and technical support under the supervision of the Associate Executive Director (AED). Responsibilities include assisting the AED with various duties such as drafting correspondence, updating documents, filing and automating files, and creating spreadsheets.

### **ESSENTIAL FUNCTIONS:**

- Conduct customer service in a courteous and professional manner (in person, phone, email)
- Answer telephones and perform other clerical duties, such as opening, sorting, and distributing incoming correspondence
- Provide support to the AED with drafting and proofing emails, maintaining action item lists, preparing and updating documentation, scheduling, filing and automating files, and creating spreadsheets
- Assist with maintaining tracking systems pending items
- Work with internal and campus partners to schedule meetings.
- Receive and direct email and telephone inquiries ensuring customer service is conducted in a courteous and professional manner.
- Maintain confidentiality in client, staff, and agency information.
- Interact and communicate both in written and verbal form with university, city, and state personnel.
- Prepare responses to correspondence containing routine inquiries.
- File and retrieve organizational documents, records, and reports.
- Other duties and special projects as assigned.

### **MINIMUM QUALIFICATIONS:**

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to work independently, manage multiple tasks, and meet deadlines in a fast-paced environment.
- Proficient in Microsoft Office Word, Excel, PowerPoint, Smartsheet and Outlook
- Strong attention to detail and commitment to producing high-quality work.
- Ability to work 20 hours per week
- Ability to work independently while being an active and collaborative team member.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and fax machines.
- Ability to follow oral and written instructions.

**EDUCATION:**

- Must be a currently enrolled California State University Fullerton student in good academic standing

**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:**

Email your resume and a cover letter detailing your availability directly to Jocelyn Walton at [jowalton@fullerton.edu](mailto:jowalton@fullerton.edu) by 02/09/25.

## **STUDENT OFFICE ASSISTANT, CENTER FOR HEALTHY NEIGHBORHOODS**

<b>TITLE:</b>	<b>STUDENT OFFICE ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>CENTER FOR HEALTHY NEIGHBORHOODS</b>
<b>REPORTS TO:</b>	<b>ASSISTANT DIRECTOR</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$22.00/ PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

The Student Office Assistant at CSUF Center for Healthy Neighborhoods is a student worker position designed to provide Cal State Fullerton students with valuable professional experience in a community-centered environment. This role supports the Center's daily operations and outreach efforts, offering opportunities to develop skills in program coordination, content creation, and communications.

### **ESSENTIAL FUNCTIONS:**

- Collaborate with other Center staff to successfully implement the Academic Success Program (ASP). ASP hours of operation: 3 PM – 6:30 PM, M-T-W-TR.
- Ensure that the ASP's daily activities are coordinated and provided in a high-quality format.
- Prepare programming and services for the next-day and close the Center.
- Support accurate data entry and record-keeping.
- Write and edit content that our media consultants can utilize for: articles, newsletters, and the Center's website to promote events, initiatives, and community programs, engaging with diverse audiences.
- Develop outreach materials such as flyers to support Center activities.
- Monitor social media trends and engagement metrics to inform content strategy and improve audience outreach.
- Work closely with the Executive Director and team members to align all written materials with the Center's branding and CSUF messaging guidelines.
- Collaborate with university strategic communications department to promote Center news through articles and media outreach.
- Help ensure all content aligns with the Center's outreach goals and broader university initiatives.
- Other duties assigned to support the success of the Center's mission.

### **MINIMUM QUALIFICATIONS:**

- Bilingual: English and Spanish.
- Strong writing and editing, skills.
- Ability to work independently, manage multiple tasks, and meet deadlines in a fast-paced environment.
- Strong attention to detail and commitment to producing high-quality work.
- Culturally competent, with an understanding of the unique challenges faced by immigrant and Latino/a communities.
- Ability to work flexible hours, including evenings and weekends, as needed.
- Ability to work independently while being an active and collaborative team member.

**EDUCATION:**

- Must be a currently enrolled California State University Fullerton student in good academic standing

**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:**

Email your resume and a cover letter detailing your availability directly to Sergio Calderón at [healthyneighborhoods@fullerton.edu](mailto:healthyneighborhoods@fullerton.edu) by 02/14/25.