

STUDENT EMPLOYMENT OPPORTUNITIES

BILINGUAL ORAL HISTORY STUDENT ASSISTANT	2
MANDARIN STUDENT ASSISTANT	4
MEDIA PRODUCTION STUDENT ASSISTANT	5
OLLI DISTANCE LEARNING VIDEO EDITOR	7

BILINGUAL ORAL HISTORY STUDENT ASSISTANT

TITLE:	BILINGUAL ORAL HISTORY STUDENT ASSISTANT
DEPARTMENT:	CHICANA/O STUDIES DEPARTMENT
REPORTS TO:	NATALIE FOUSEKIS, DIRECTOR, COPH
CLASSIFICATION:	STUDENT (APPROXIMATELY 10 HOURS PER WEEK)
SALARY:	\$20.00 / PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

The Bilingual Oral History Student Assistant will work with the Project Director, Dr. Natalie Fousekis, and the COPH staff on the Pandemic Voices from the Richmon Neighborhood Oral History Project. This student must be fluent and/or a Native Spanish speaker. This position is responsible for coordinating and conducting oral history interviews with residents in the Richman neighborhood of Fullerton. They will also work with the Senior Community Liaison at the Center for Healthy Neighborhoods. This position requires travel to and from each narrator's location in Fullerton. In addition, this student will transcribe and translate Spanish-language oral histories already conducted for the project.

**Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding or new Grant/Contract.*

ESSENTIAL FUNCTIONS:

- Coordinate and schedule interviews with individual narrators, ensuring all appointments are documented in a shared calendar.
- Conduct thorough background research for each narrator and prepare a list of relevant interview questions.
- Communicate with narrators to obtain necessary consents, photographs, and any other required materials.
- Arrange travel to and from narrators' locations to conduct interviews as needed.
- Reserve and operate audio recording equipment from COPH for each interview, ensuring proper setup and functionality.
- Conduct oral history interviews, typically 1-3 hours in length, predominantly in Spanish or the narrator's preferred language.
- Upload audio files and related paperwork to a shared Dropbox, notifying COPH staff when interviews are ready for processing.
- Transcribe recorded Spanish-language oral history interviews accurately for project documentation.
- Translate Spanish-language interviews into English with precision and attention to cultural nuances.
- Perform additional duties as assigned to support the project's goals and objectives

MINIMUM QUALIFICATIONS:

- Native Spanish speaker or fluent in Spanish.
- Training or experience in oral history methodology.
- Excellent oral and written communication skills.
- Strong interpersonal skills with a positive and professional demeanor.
- Proficiency in Microsoft Office (Excel, Outlook, Word), Dropbox, and Google Drive.
- Prior experience conducting oral history interviews.
- Self-motivated and able to work with minimal supervision.
- Ability to operate audio recording equipment and a willingness to learn additional equipment as needed.
- Strong organizational skills with the ability to manage work and meet deadlines.
- Capable of working both independently and collaboratively in a team environment.
- Detail-oriented with a commitment to accuracy and consistency.
- Flexible availability, with the ability to work up to 20 hours per week.

EDUCATION:

- Must be a current CSUF student in good academic standing

APPLICATION PROCEDURE:

If interested in this position, please send your resume and availability to coph@fullerton.edu by 03/10/2026.

MANDARIN STUDENT ASSISTANT

TITLE: MANDARIN STUDENT ASSISTANT
DEPARTMENT: AMERICAN STUDIES
REPORTS TO: SUSIE WOO, PROFESSOR
CLASSIFICATION: STUDENT
SALARY: \$18.00 - \$25.00 / PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

We are seeking a student to translate handwritten documents from Mandarin to English. These documents, originating from the Korean Ministry of Health Affairs, date back to the 1950s through the 1980s.

**Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding or new Grant/Contract.*

ESSENTIAL FUNCTIONS:

- Create a summary in English of PDF documents that are written in Mandarin: Student will read archival documents in Mandarin and provide an overview of its contents in English
- Help identify documents that are directly related to the primary research topic: Student will search for key terms and topics (provided by the faculty lead) and organize relevant materials by topic in shared Dropbox folders
- Directly translate sections related to the primary research topic into English: Provide word-for-word translations of relevant sections
- Meet faculty lead via Zoom to discuss and share findings: Meetings will take place every other week
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bilingual: English and Mandarin

EDUCATION:

- Must be a current CSUF student in good academic standing

APPLICATION PROCEDURE:

To apply, please submit your resume and a brief description of your ability to translate from Mandarin to English to Professor Susie Woo (suwoo@fullerton.edu).

MEDIA PRODUCTION STUDENT ASSISTANT

TITLE:	MEDIA PRODUCTION STUDENT ASSISTANT
DEPARTMENT:	COMMUNICATIONS LATINX LAB
REPORTS TO:	NATHAN JEFFERS, DIRECTOR, TITAN COMMUNICATIONS
CLASSIFICATION:	STUDENT (APPROXIMATELY 10 HOURS A WEEK)
SALARY:	\$20.00 / PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

The Media Production Student Assistant for the Latinx Lab for Storytelling and Social Justice plays a key role in creating impactful video content that uplifts and amplifies Latinx voices and stories within the CSUF community. This position involves coordinating guest logistics, assisting with episode planning, and performing initial edits of recorded content. Collaborating closely with Titan Communications and the Latinx Lab team, the student assistant ensures seamless scheduling, effective communication, and compelling storytelling across all Latinx Lab productions.

**Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding or new Grant/Contract.*

ESSENTIAL FUNCTIONS:

- Coordinate scheduling and communication with guests identified by the Latinx Lab director.
- Prepare production materials, including call sheets, guest briefs, and logistics documents.
- Assist with pre-production tasks, such as researching episode topics and drafting interview questions.
- Attend studio shoots, when possible, to support talent coordination and on-set logistics.
- Complete first-pass edits of presentations, interview segments, and other recorded content.
- Collaborate with Titan Communications staff and crew on scheduling and production logistics.
- Use standard Titan TV workflows and tools (e.g., Teams, Trello, shared servers/Drive) to track project progress and deliver materials on deadline.
- Maintain organized project files and documentation throughout the production process.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Interest in video production, storytelling, and/or social justice topics.
- Strong organizational and communication skills with attention to detail.
- Ability to work collaboratively with diverse teams and community partners.
- Proficiency with Google Workspace and/or Microsoft Office.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment

PREFERRED QUALIFICATIONS:

- Experience with video editing software (Adobe Premiere, DaVinci Resolve, or similar).
- Familiarity with production workflows and terminology.
- Bilingual Spanish/English skills.
- Passion for Latinx storytelling and community engagement.

EDUCATION:

- Must be a current CSUF student in good academic standing
- Communications, Media, Ethnic Studies, or related majors preferred but not required.

APPLICATION PROCEDURE:

If interested in this position, please send your resume and cover letter to cfortin@fullerton.edu by 3/10/2026.

OLLI DISTANCE LEARNING VIDEO EDITOR

TITLE:	OLLI DISTANCE LEARNIN VIDEO EDITOR
DEPARTMENT:	OSHER LIFELONG LEARNING INSTITUTE (OLLI)
REPORTS TO:	OLLI EXECUTIVE DIRECTOR
CLASSIFICATION:	STUDENT
SALARY:	\$17.00 / PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

The Osher Lifelong Learning Institute (OLLI) provides continued learning experiences for retired or semi-retired individuals. The Distance Learning project aims to expand OLLI's reach by delivering streamed content to off-campus locations, as well as member's homes and mobile devices.

OLLI is seeking a Student Video Editor to work on multimedia production for OLLI Distance Learning Program.

ESSENTIAL FUNCTIONS:

- Assist with producing multimedia presentations of OLLI classes.
- Prepare media for streaming and general video production.
- Operate broadcast switchers (e.g., ATEM MINI) to stream videos for OLLI classes.
- Work with multimedia templates and upload content to servers.
- Maintain video and editing equipment as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Basic knowledge of non-linear editing, graphics programs, and audio (preferred).
- Experience with video production and editing using Apple Final Cut Pro, Adobe Premiere, or DaVinci Resolve.
- Basic computer skills, including working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) or Apple iWork.
- Strong writing and verbal communication skills.
- Experience with audio or music recording (preferred).
- Photography and videography experience (preferred)

EDUCATION:

- Must be a current CSUF student in good academic standing

APPLICATION PROCEDURE:

To apply, please submit your resume and availability directly to olli-info@fullerton.edu.