

## STUDENT EMPLOYMENT OPPORTUNITIES

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## **COMPLIANCE STUDENT INTERNSHIP**

<b>TITLE:</b>	<b>COMPLIANCE STUDENT INTERNSHIP</b>
<b>DEPARTMENT:</b>	<b>OFFICE OF RESEARCH COMPLIANCE   ORSP</b>
<b>REPORTS TO:</b>	<b>RESEARCH COMPLIANCE MANAGER</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$18.00/ PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

The Compliance Student Intern provides clerical and technical support under the supervision of the Research Compliance Manager. A key goal of the Compliance Office under the Office of Research and Sponsored Programs (ORSP) is to ensure that research at CSUF is conducted safely, ethically and legally. The Office facilitates the meeting of this goal by coordinating the University's Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC) and managing various researcher training requirements such as the Responsible Conduct of Research (RCR), Financial Conflict of Interest, (FCOI), etc. The Compliance Intern's responsibilities include assisting the Compliance Manager with various duties such as drafting correspondence, updating documents, filing and automating files, and data entry and running reports from spreadsheets.

### **ESSENTIAL FUNCTIONS:**

- Assist with preparing committee meetings and minutes.
- Perform clerical duties, take notes during meetings, draft letters, run reports, and organize documents.
- Assist with maintaining database for researcher training requirements, send out email reminders, run reports, etc.
- Maintain databases and input information, data, and records
- Update and post website content
- Shadow Research Compliance Specialist and train in a variety of tasks under compliance committees (IRB, IACUC and/or IBC).
- Assist with department campus wide events.
- Must be available to work Monday, Tuesday, and Friday.
- Other tasks as needed by ORSP

### **MINIMUM QUALIFICATIONS:**

- CSUF student with research 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 in the use of word processing, spreadsheet, internet, and electronic mail, preferably Microsoft Office Suite applications (Word, PowerPoint, and Excel)  
Experience using Canva and/or Adobe Acrobat.
- Excellent written and verbal communication skills
- Self-directed and able to work with minimal supervision
- Previous office experience preferred.

**EDUCATION:**

- Must be a currently enrolled CSU 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 directly to [researchcompliance@fullerton.edu](mailto:researchcompliance@fullerton.edu) by 03/28/25.

## **PROJECT ICARO STUDENT RESEARCH ASSISTANT**

<b>TITLE:</b>	<b>PROJECT ICARO STUDENT RESEARCH ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>SECONDARY EDUCATION</b>
<b>REPORTS TO:</b>	<b>GAVIN TIERNEY</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$16.50/ PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

Project ICARO's primary purpose is to increase the number of Latiné and Asian American and Native American Pacific Islander (AANAPI) secondary school teachers prepared to support the learning of emergent plurilingual students in secondary education. Project ICARO is a Department of Education funded, five-year grant in the Department of Secondary Education at CSUF. The CSUF Department of Secondary Education offers programs for those who want to be prepared for a career in teaching a single subject, typically middle and high school.

Under general supervision of Project ICARO PI/Co-PIs, Dr. Gavin Tierney, Dr. Kira LeeKeenan, and Dr. Fernando/Ferran Rodriguez-Valls, the Student Research Assistant for Project ICARO performs research support tasks for the grant.

*\*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:**

- Attend project meetings and sessions and collect audio and video data
- Interview participants (potentially individual and/or group interviews)
- Administration of surveys to participants
- Organize collected data
- Qualitative coding of collected data
- Support writing of conference submissions and research articles
- Regular meetings with PI/Co-PIs
- Promote diversity and linguistic inclusive:
  - be culturally and linguistically sensitive and aware of the needs and perspectives of people from different backgrounds and cultures.
  - communicate effectively with people from diverse cultures and backgrounds, and understand and respect their cultural and linguistic differences
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

The ideal candidates in this role should have:

- a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness;
- a curiosity about curriculum and teaching in linguistically inclusive environments
- a focus and dedication to collaboration and teamwork with other students, teachers in local school districts, and CSUF faculty; and
- interest in and/or experience in qualitative research.

- Bilingualism is preferred for applicants

**EDUCATION:**

- Must be a current CSU 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:**

Please apply here: <https://forms.gle/ByC9nkNa2u2aF2ei7>

Send any inquiries to Dr. Gavin Tierney, [gtierney@fullerton.edu](mailto:gtierney@fullerton.edu), Dr. Fernando Rodriguez-Valls, [frodriguez-valls@fullerton.edu](mailto:frodriguez-valls@fullerton.edu), or Dr. Kira LeeKeenan, [kleekeen@fullerton.edu](mailto:kleekeen@fullerton.edu)

## **PROJECT ICARO STUDENT SUPPORT ASSISTANT**

<b>TITLE:</b>	<b>PROJECT ICARO STUDENT SUPPORT ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>SECONDARY EDUCATION</b>
<b>REPORTS TO:</b>	<b>GAVIN TIERNEY</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$16.50/ PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

Project ICARO's primary purpose is to increase the number of Latiné and Asian American and Native American Pacific Islander (AANAPI) secondary school teachers prepared to support the learning of emergent plurilingual students in secondary education. Project ICARO is a Department of Education funded, five-year grant in the Department of Secondary Education at CSUF. The CSUF Department of Secondary Education offers programs for those who want to be prepared for a career in teaching a single subject, typically middle and high school.

Under general supervision of Project ICARO PI/Co-PIs, Dr. Gavin Tierney, Dr. Kira LeeKeenan, and Dr. Fernando/Ferran Rodriguez-Valls, the Administrative Support Assistant for Project ICARO performs administrative support tasks for the grant.

*\*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:**

- Provide administrative support
- Monitor and oversee social media
- Support with project recruitment
- Assist with meetings and events
- Support communication with students, mentor teachers, clinical coaches, and university faculty
- Attend regular meetings with PI/Co-PIs
- Promote diversity and linguistic inclusive:
  - be culturally and linguistically sensitive and aware of the needs and perspectives of people from different backgrounds and cultures.
  - communicate effectively with people from diverse cultures and backgrounds, and understand and respect their cultural and linguistic differences
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

The ideal candidates in this role should have:

- a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness;
- a curiosity about curriculum and teaching in linguistically inclusive environments
- a focus and dedication to collaboration and teamwork with other students, teachers in local school districts, and CSUF faculty; and
- interest in and/or experience in qualitative research.

- Bilingualism is preferred for applicants

**EDUCATION:**

- Must be a current CSU 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:**

Please apply here: <https://forms.gle/G7SYvP359GjtBbqA8>

Send any inquiries to Dr. Gavin Tierney, [gtierney@fullerton.edu](mailto:gtierney@fullerton.edu), Dr. Fernando Rodriguez-Valls, [frodriguez-valls@fullerton.edu](mailto:frodriguez-valls@fullerton.edu), or Dr. Kira LeeKeenan, [kleekeen@fullerton.edu](mailto:kleekeen@fullerton.edu)

## **RESEARCH ASSISTANT**

<b>TITLE:</b>	<b>RESEARCH ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>MANAGEMENT</b>
<b>REPORTS TO:</b>	<b>DR. DAVID WENG</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$16.50 - \$17.00/ PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

We are seeking a student research assistant (RA) to help with build, collect, and maintain research data for research projects in the management field. The individual is expected to gather data to facilitate the project investigator's research activities.

The expected work hours per week is 16. This position is expected to last four months, from March to June.

*\*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:**

- Independently collect data to advance projects using computers and internet access while following project investigator's instructions.
- Build, maintain, and expand data as principal investigator expects using Excel, Stata or other programs.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Basic proficiency and knowledge with computer skills (e.g., Excel).
- Research experience (e.g., working in research projects or having the ability to use software such as Stata, Python or other software) will be a plus, but not necessary.
- Excellent communication skills, both verbal and writing.

### **EDUCATION:**

- Must be a current CSU 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 cover letter describing your background, motivation, and career prospect to Dr. David Weng ([hcweng@fullerton.edu](mailto:hcweng@fullerton.edu)). The title of your email should be "Research Assistant Application (the candidate's first name, last name)."



## **STUDENT ASSISTANT (ASPIRE/FULLERTON RISES)**

<b>TITLE:</b>	<b>STUDENT ASSISTANT (ASPIRE/FULLERTON RISES)</b>
<b>DEPARTMENT:</b>	<b>STUDENT ACADEMIC SUPPORT</b>
<b>REPORTS TO:</b>	<b>PROJECT DIRECTOR FOR ASPIRE/FULLERTON RISES GRANT</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$18.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

The Fullerton ASPIRE and Fullerton RISES grant is seeking motivated graduate or undergraduate students to support the project activities. The student must be proficient in Spanish language (reading and writing) with strong data entry, analysis, and marketing support skills. This position will primarily involve data management, analysis, and creation of promotional materials including flyers and social media content. The ideal candidate will assist in enhancing outreach efforts. The candidate is responsible for providing high-level organizational support, managing calendars, scheduling meetings/appointments, help coordinate events, answering phone calls, and handling other administrative tasks. The ideal candidate will be highly organized, detail-oriented, and comfortable working in a fast-paced environment. The ideal candidate will attribute excellent logistical, planning, and organizational skills with strong attention to detail.

*\*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.*

### **ESSENTIAL FUNCTIONS:**

- Interact with customers, students, faculty, staff, and other campus guests providing excellent and inclusive customer service.
- Handle inquiries through e-mail or phone.
- Provide organizational support to management and team.
- Translate and adapt materials from English to Spanish (and vice versa) as needed.
- Assist in the creation of promotional materials such as flyers, posters, and digital content.
- Manage project dedicated Outlook accounts.
- Support administrative tasks related to project coordination and communication.
- Manage and update social media platforms with engaging content.
- Assist with data entry as needed and ensure accuracy of collected data.
- Perform data analysis using relevant software and tools.
- Assist in gathering data for reports and summaries based on analyzed data.
- Collaborate with team members to brainstorm and implement marketing strategies.
- Completes CSU and ASC mandatory training as directed.
- Demonstrate integrity, honesty, and knowledge that promotes the culture, values, and mission of Auxiliary Services and Cal State University Fullerton.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Minimum one (1) year of clerical experience.
- Must be able to also work Tuesdays and Thursdays.
- Proficient in written and verbal communication in Spanish and English.

- Must be customer oriented.
- Detail-oriented and very organized.
- Relevant education or experience in performing quality administrative support.
- Ability to learn new programs or tasks needed with little supervision.
- Effective oral and written communication.
- Self-initiative team player with strong and positive (verbal and written) communication skills.
- Strong analytical skills with experience in data entry and analysis.
- Competency in using software tools for data analysis (e.g., Excel, SPSS, R).
- Ability to create visually appealing promotional materials using graphic design software (e.g., Adobe Creative Suite, Canva).
- Experience managing social media platforms (Facebook, Twitter, Instagram, etc.) for professional or organizational purposes.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Creative thinking and ability to contribute innovative ideas to marketing campaigns.
- Strong attention to detail and commitment to producing high-quality work.
- Proficient in applications in Microsoft Office Outlook, Word and Excel, and PowerPoint.
- A background check must be completed satisfactorily before any candidate can be offered a position within ASC.

**EDUCATION:**

- Must be a current CSU Fullerton student in good academic standing.

**PHYSICAL DEMANDS:**

Lifting of up to 35lbs; periodic bending; long-term periods of sitting; Working with calculators and multi-line telephone systems and long-term periods operating a computer.

**TO APPLY:**

Email your resume and a cover letter along with availability directly to Student Academic Support at [csuf-aspire@Fullerton.edu](mailto:csuf-aspire@Fullerton.edu) by 04/04/25.

## **UROC GRADUATE ASSISTANT**

<b>TITLE:</b>	<b>UROC GRADUATE ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>UROC</b>
<b>REPORTS TO:</b>	<b>NICOLE BONUSO, DIRECTOR OF UROC</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$18.00 - \$21.00/ PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **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.
- Assist in maintaining UROC website ([www.fullerton.edu/UROC](http://www.fullerton.edu/UROC))
- Other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- 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

### **EDUCATION:**

- Must be a current CSU Fullerton graduate 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:**

Please apply here: <https://airtable.com/appS1FzklxoqSsocW/shrEuhHRyXFUGO6Do> by 03/31/25.

## **UROC UNDERGRADUATE ASSISTANT**

<b>TITLE:</b>	<b>UROC UNDERGRADUATE ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>UROC</b>
<b>REPORTS TO:</b>	<b>NICOLE BONUSO, DIRECTOR OF UROC</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$18.00 - \$21.00/ PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

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- 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.
- Assist in maintaining UROC website ([www.fullerton.edu/UROC](http://www.fullerton.edu/UROC))
- Other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- 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

### **EDUCATION:**

- Must be a current CSU Fullerton undergraduate 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:**

Please apply here: <https://airtable.com/appS1FzklxoqSsocW/shrEuhHRyXFUGO6Do> by 03/31/25.