

STUDENT EMPLOYMENT OPPORTUNITIES

BILINGUAL ORAL HISTORY STUDENT ASSISTANT	2
HUMAN RESOURCES STUDENT ASSISTANT	4
MANDARIN STUDENT ASSISTANT	6
OFFICE OF SPONSORED PROGRAMS INTERN	7
OLLI DISTANCE LEARNING VIDEO EDITOR	9

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 03/20/2026.

HUMAN RESOURCES STUDENT ASSISTANT

TITLE:	HUMAN RESOURCES STUDENT ASSISTANT
DEPARTMENT:	HUMAN RESOURCES/PAYROLL
REPORTS TO:	HUMAN RESOURCES SUPERVISOR
CLASSIFICATION:	STUDENT (UP TO 20 HOURS PER WEEK)
SALARY:	\$17.00 - \$17.50 / PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

Under the supervision of the Human Resources Supervisor, the Human Resources Student Assistant provides essential clerical and administrative support to the Human Resources/Payroll office. This position assists with recruitment, onboarding, personnel changes, and other HR-related functions, ensuring accuracy, compliance, and efficient operations within the department.

ESSENTIAL FUNCTIONS:

- Serve as the first point of contact for visitors to the HR office, addressing general inquiries and providing excellent customer service.
- Respond to incoming phone calls and general email inquiries, offering accurate information and assistance.
- Create and manage accounts in the onboarding system (Neogov), assigning onboarding tasks to new hires as needed.
- Assist with the electronic filing and organization of employee documents in the HRIS system.
- Collect, review, and verify I-9 documentation to ensure compliance with federal regulations, including processing employment eligibility through the E-Verify system.
- Verify employee identification prior to distributing physical paychecks in the office.
- Prepare employee paperwork for review, approval, and data entry into the HR/Payroll system (HRIS).
- Accurately input and update employee information in the HRIS system, including but not limited to hires, terminations, wage changes, benefits, I-9 documentation, volunteers, food handler cards, account changes and extensions, while ensuring data integrity and compliance with established procedures.
- Perform other duties as assigned to support the Human Resources/Payroll office

MINIMUM QUALIFICATIONS:

- Professional communication, both verbal and written, with the ability to effectively convey information and interact with diverse audiences.
- Proven experience with Microsoft Office Suite and Adobe software, showcasing the ability to efficiently utilize these tools for various tasks and projects.

EDUCATION:

- Must be a current CSUF student in good academic standing

- Business Administration majors with human resources concentration preferred.

APPLICATION PROCEDURE:

Please apply here:

<https://app.smartsheet.com/b/form/019c53da2cb8744f9207b82bd45cd547>. The position will be posted until filled.

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).

OFFICE OF SPONSORED PROGRAMS INTERN

TITLE:	OFFICE OF SPONSORED PROGRAMS INTERN
DEPARTMENT:	OFFICE OF SPONSORED PROGRAMS
REPORTS TO:	ASSOCIATE DIRECTOR, SPONSORED PROGRAMS
CLASSIFICATION:	STUDENT INTERN (UP TO 20 HOURS PER WEEK)
SALARY:	\$18.00 / PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

The Intern for Office of Sponsored Programs (OSP) provides direct administrative support for contracts and grants and directly serves as liaison between and among OSP, Auxiliary, and university staff.

ESSENTIAL FUNCTIONS:

- Assist with account setup, cost transfers, transactions, compliance, account close-out processes, and other OSP tasks as needed.
- Assist with record management and retention. Perform archiving of project documents for hardcopy and electronic storage in an efficient and effective manner.
- Transmit and track routing of documents as assigned.
- Assist in reviewing accuracy and completion of various documents received for processing.
- Support audit and compliance activities by locating, researching, and providing required documentation.
- Serve as back-up to the front desk to help incoming clients.
- Assist in the organization, maintenance, generation, and communication via email distribution lists, shared departmental email boxes, and other communication mediums.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Basic understanding of office procedures and data entry practices.
- Attention to detail, accuracy, and ability to manage multiple tasks efficiently.
- Strong written and verbal communication skills.
- Strong organizational skills with a commitment to timeliness and quality.
- Ability to work both independently and collaboratively in a professional environment.
- Ability to react flexibly to new situations.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and willingness to learn institutional systems and databases.
- Successfully clear fingerprinting and background check process.

- Cover letter and resume required.

PRFERRED QUALIFICATIONS:

- Prior office or administrative experience
- Prior experience in the administrative or operational functions of a sponsored program
- Familiarity with university or research environments is an asset.
- Prior experience with Smartsheet.
- Pursuing degree with a focus in Finance, Accounting, Information Systems and Decision Sciences (ISDS), Business Administration, or related field.

EDUCATION:

- Must be a current CSUF student in good academic standing

APPLICATION PROCEDURE:

To apply, please submit a resume, cover letter, and availability directly to osp@fullerton.edu with Office of Sponsored Programs Intern as the subject.

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.