

STUDENT EMPLOYMENT OPPORTUNITIES

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COMPLIANCE STUDENT INTERNSHIP

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

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 by 04/11/25.

STUDENT ASSISTANT (ASPIRE/FULLERTON RISES)

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

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 by 04/04/25.

STUDENT ASSISTANT (NRCAL)

TITLE:	STUDENT ASSISTANT (NRCAL)
DEPARTMENT:	COLLEGE OF EDUCATION/NATIONAL RESOURCE CENTER FOR ASIAN LANGUAGES (NRCAL)
REPORTS TO:	PI/DIRECTOR AND PROGRAM COORDINATOR
EE CLASSIFICATION:	STUDENT (UP TO 20 HOURS PER WEEK)
SALARY:	\$16.50 / PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

The College of Education is home to more than 1200 credential and graduate students. The College of Education's work focuses on closing the opportunity gap. The College's impact is notable given the fact that we credential the largest number of teachers of any public institution in the state of California and have the largest Ed.D. program in the CSU system. We seek an exceptional individual to join our Secondary Education team as a Student Assistant. The ideal candidate in this role should have a positive attitude and an active, energetic mind characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

The National Resource Center for Asian Languages (NRCAL) is designed to improve the nation's capacity for the teaching and learning of Asian languages including Vietnamese, Korean, Chinese, Japanese, and Khmer. The scope of NRCAL's work includes developing instructional resources and professional development to enhance the teaching, learning, and conducting research of these less commonly taught languages in the United States. The Publishing Assistant will work under the direction of the NRCAL Program Coordinator and provide support for the leadership team of NRCAL. They will be expected to spend 100% of their working professional time on the day-to-day operations.

The Student Assistant supports projects concerning the publication and dissemination of NRCAL children's books. Their tasks will involve content proofing, shipping orders, tracking inventory, and preparing marketing materials. They also assist in planning book launches, sales, and promotional events. This is an exciting opportunity for a student with strong writing skills and is interested in the intersections between the publishing field and Asian language education.

**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:

- Support Program Coordinator in development of NRCAL children's books, proofing content and pages for publication
- Ship books for online orders in a timely manner
- Design newsletter and marketing materials for NRCAL book launches, sales, and other promotional NRCAL events
- Participate in the coordination and execution of ALBTEP and NRCAL activities, events, conferences, and meetings that take place on-campus and off-campus
- Display signage for publicity and clarity for all events, take pictures, and short 2-minute videos at events

- Follow CSUF and ASC policies for IT, liability, audio/video release forms, room and open space reservation, custodial services, facilities, parking, food & delivery orders, other approved vendors, and other related procedures.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Strong skills in academic writing, communication skills, and graphic design tools (Canva, Adobe InDesign, Adobe Photoshop, Adobe Illustrator)
- Experience working with digital tools (Zoom, Google Drive, Microsoft Office)

EDUCATION:

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

TO APPLY:

Email your resume and availability directly to National Resource Center for Asian Languages (NRCAL) at nrcal@fullerton.edu by 03/28/25.

UROC GRADUATE ASSISTANT

TITLE:	UROC GRADUATE ASSISTANT
DEPARTMENT:	UROC
REPORTS TO:	NICOLE BONUSO, DIRECTOR OF UROC
EE CLASSIFICATION:	STUDENT (UP TO 20 HOURS PER WEEK)
SALARY:	\$18.00 - \$21.00/ 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.
- Assist in maintaining UROC website (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/appS1FzklxoxqSsocW/shrEuhHRyXFUGO6Do> by 03/31/25.

UROC UNDERGRADUATE ASSISTANT

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

POSITION SUMMARY:

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MINIMUM QUALIFICATIONS:

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- 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.