

## STUDENT EMPLOYMENT OPPORTUNITIES

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## **COMMUNICATIONS STUDENT INTERN**

<b>TITLE:</b>	<b>COMMUNICATIONS STUDENT INTERN</b>
<b>DEPARTMENT:</b>	<b>OFFICE OF RESEARCH AND SPONSORED PROGRAMS   ORSP</b>
<b>REPORTS TO:</b>	<b>ASSOCIATE VICE PRESIDENT (AVP) FOR RESEARCH AND SPONSORED PROGRAMS</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:**

Under general supervision of the Research and Sponsored Programs AVP, the *Communications Student Intern* will provide support in developing the communication and marketing efforts of the Office of Research and Sponsored Programs (ORSP). This will include researching, gathering, writing, editing, and reviewing content for web, print, and social media with a focus on promoting and increasing campus awareness of the programs, services, and operations of ORSP. The Student Intern will also provide assistance to the AVP for specialized projects as necessary.

The Office of Research and Sponsored Programs (ORSP) works with other units throughout campus to seek external support for faculty research, scholarship, creative activity, and institutional projects that support the educational and service mission of the university. ORSP staff assist with proposal development (Office of Research Development), proposal submission, contract negotiation (Office of Grants & Contracts), and post award support (Office of Sponsored Programs) and help to assure that research and sponsored programs are conducted in accordance with the highest ethical and regulatory standards (Office of Research Compliance).

### **ESSENTIAL FUNCTIONS:**

- Assist with development of both internal and external ORSP communications including but not limited to development of written content for web, print, and social media.
- Research, write, and edit content for newsletters, website, social media and other communications as necessary.
- Assist with the maintenance of the ORSP website including, but not limited to updating written content, photos, documents, graphics, and videos.
- Assist with reviewing and proofreading all content for grammatical and spelling errors.
- Assist with on-going assessment of social media engagement and marketing initiatives.
- Contribute to the creation, promotion, and communications related to ORSP units, programs, and services.
- Provide quality, professional, friendly, and courteous customer service with everyone.
- Carry out other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Energetic and eager to tackle new projects and ideas.
- Self-directed and able to work with minimal supervision.
- Proficient computer skills in the use of word processing, spreadsheets, preferably Microsoft Office Suite applications (Word, PowerPoint, and Excel)
- Familiarity with Adobe Creative Suite, Canva and most social media platforms including Instagram, Facebook, X and LinkedIn.
- Excellent oral, written, and interpersonal communication skills.

- Strong copy editing, spelling, grammatical, editing, and proofreading skills.
- Must have a diligent attention to detail in reviewing documents for typos, punctuation errors, and formatting issues.
- Strong organizational, interpersonal, and time management skills.
- Demonstrated familiarity and interest in marketing and communications. Previous experience designing flyers, posters, and/or announcements is preferred.
- Ability to work with people from diverse backgrounds and interest.

**EDUCATION:**

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

**TO APPLY:**

Email your resume and availability directly to [orsp@fullerton.edu](mailto:orsp@fullerton.edu) by 06/15/25. Please ensure the subject is the position title you are applying for followed by your name. *Example: Communications Student Intern – Tuffy Titan.*

## **GRANTS AND CONTRACTS STUDENT ASSISTANT**

<b>TITLE:</b>	<b>GRANTS AND CONTRACTS STUDENT ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>GRANTS AND CONTRACTS</b>
<b>REPORTS TO:</b>	<b>ASSOCIATE DIRECTOR FOR GRANTS AND CONTRACTS</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:**

Under the direction of the Associate Director for Grants and Contracts, the Student Assistant will provide clerical support to Grants and Contracts office staff.

The Grants and Contracts Office assists in the preparation and timely submission of proposals to external funding agencies, as well as reviewing and negotiating grants and contracts awarded to CSUF. The Grants and Contracts Office also drafts, reviews, and negotiates other related bilateral agreements for acceptance by the CSU Fullerton Auxiliary Services Corporation.

### **ESSENTIAL FUNCTIONS:**

- Assist the Administrative Support Coordinator and Associate Director in completing and updating department forms, contact lists, and website content
- Create and maintain OGC proposal checklist and complete Visual Compliance check for all Key Personnel
- Collect required compliance forms for all National Science Foundation (NSF), Public Health Services (PHS) agencies, and Department of Energy (DOE) submissions
- Maintain electronic proposal files in Dropbox for all submissions and awards
- Prepare award transmittals for all incoming awards and outgoing subawards
- Assist with data entry for month-end reporting
- Purge electronic proposal and award files in accordance with our campus record retention policy
- Assist with unit-wide events such as Research Week and other activities as assigned.
- Assist the Associate Vice President for Research and Sponsored Programs on other clerical tasks or special projects as needed
- Responsible for viewing and maintaining student email for tasks assigned by the Grants and Contracts Office staff
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Ability to understand and handle confidential data appropriately and respond with tact and diplomacy
- Energetic and eager to tackle new projects and provide solution-oriented ideas
- Proficient computer skills in the use of word processing, spreadsheet, internet, and electronic mail, preferably Microsoft Office Suite applications (Word, PowerPoint, and Excel) and Adobe Acrobat.
- Excellent written and verbal communication skills
- Experience working in a team environment
- Previous office experience preferred

**EDUCATION:**

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

**TO APPLY:**

Email your resume and availability directly to [ogc1@fullerton.edu](mailto:ogc1@fullerton.edu) by 05/30/25. Please ensure the subject is the position title you are applying for followed by your name. *Example: Communications Student Intern – Tuffy Titan.*

## **OLLI DISTANCE LEARNING VIDEO EDITOR**

<b>TITLE:</b>	<b>OLLI MULTIMEDIA PRODUCTION STUDENT ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>OSHER LIFELONG LEARNING INSTITUTE (OLLI)</b>
<b>REPORTS TO:</b>	<b>DIRECTOR</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (10 - 14 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$16.50 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

The Osher Lifelong Learning Institute's (OLLI's) purpose is to provide a continued learning experience for retired or semi-retired people. The Distance Learning project's objective is to extend that to provide streamed content to off-campus locations and into the OLLI member's homes and mobile devices.

OLLI is seeking a Multimedia Production Student Assistant to work on multimedia production for OLLI Distance Learning Program.

### **ESSENTIAL FUNCTIONS:**

- Assist with producing multimedia presentations of OLLI classes.
- Assist with preparing media for streaming and general video production.
- Work with Broadcast switcher (ATEM MINI) to stream videos for OLLI classes.
- Work with multimedia templates and uploading content to servers.
- Assist with maintaining the video and editing equipment as needed.
- Assist with maintaining the video and editing equipment as needed.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Basic knowledge of non-linear editing, graphics programs, and audio is preferred.
- Basic experience with video production and editing - Apple Final Cut Pro, Adobe Premiere or DaVinci Resolve
- Basic computer skills, working knowledge Microsoft Office software (Word, Excel, PowerPoint, Outlook) or Apple iWork.
- Good writing and verbal communication skills required.

### **PREFERRED QUALIFICATIONS**

- Experience in Audio or Music Recording.
- Experience in Photography and Videography.

### **EDUCATION:**

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

### **TO APPLY:**

Email your resume and a cover letter along with availability directly to [olli-info@fullerton.edu](mailto:olli-info@fullerton.edu) by 06/01/25.

## **ORD GRADUATE STUDENT ASSISTANT**

<b>TITLE:</b>	<b>ORD GRADUATE STUDENT ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>OFFICE OF RESEARCH AND SPONSORED PROJECTS   ORSP</b>
<b>REPORTS TO:</b>	<b>MANAGER OF RESEARCH DEVELOPMENT</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:**

Under general supervision of the Manager of Research Development, the ORD *Graduate Student Assistant* will provide content and data support for the Research Development Unit within the Office of Research and Sponsored Projects (ORSP).

ORSP works with other units throughout campus to seek external support for faculty research, scholarship, creative activities, and institutional projects that support the educational and service mission of the university.

As a student assistant, you will serve as an ambassador and representative of ORSP. Responsibilities include: gathering, developing, and publishing content for the website, calendar, newsletter, annual reports, and social media, as well as compiling, entering, cleaning, and running statistics on content for monthly and annual reports.

### **ESSENTIAL FUNCTIONS:**

#### **Administrative:**

- Perform administrative and clerical duties including greeting visitors, responding to department emails, and answering questions via phone, chat, email and/or in-person.

#### **Event Management**

- Assist ORD with event planning, setup, and marketing/advertising. Develop materials for event marketing including flyers, web content and social media postings.

#### **Data Management**

- Assist in the organization and maintenance of departmental documents and electronic files. Assist in developing a standardized metadata approach and file library
- Assist with data integration process that combines data from multiple data sources into a single, consistent data store..

#### **Special Projects**

- Create and maintain website calendar and content.
- Work on special projects that include Qualtrics surveys and promotional flyers.
- Update and maintain InfoReady (intramural grant proposal submission software).
- Maintain excel files, documents, drafts, and reports.
- Maintain databases and input/export information, data, and records.
- Other tasks as needed by ORSP.

### **MINIMUM QUALIFICATIONS:**

- Strong organizational and interpersonal skills.
- Energetic and eager to tackle new projects and to solve problems.
- Self-directed, pro-active and able to work with minimal supervision.
- Proficient computer skills with strong understanding of common document editing,

presentation and spreadsheet software including the Microsoft Office Suite, GoogleWord, PowerPoint, and Excel), Qualtrics, Adobe, UI, Web editing tools, and other software as needed.

- Excellent written and verbal communication skills.
- Candidates for this position must be very dependable, demonstrate a high degree of initiative, and be able to work independently to deal with multiple tasks simultaneously.

## **PREFERRED QUALIFICATIONS**

- Experience with website/social media content development experience helpful.
- Understanding of information architecture.

## **EDUCATION:**

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

## **TO APPLY:**

Email your resume and along with availability directly to [ord@fullerton.edu](mailto:ord@fullerton.edu) by 05/30/25. Please ensure the subject is the position title you are applying for followed by your name. *Example: Communications Student Intern – Tuffy Titan.*



## **ORSP STUDENT INTERN**

<b>TITLE:</b>	<b>ORSP STUDENT INTERN</b>
<b>DEPARTMENT:</b>	<b>OFFICE OF RESEARCH AND SPONSORED PROGRAMS   ORSP</b>
<b>REPORTS TO:</b>	<b>ASSOCIATE VICE PRESIDENT (AVP) FOR RESEARCH AND SPONSORED PROGRAMS</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$18.00 - \$19.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

The Office of Research and Sponsored Programs (ORSP) works with other units throughout campus to seek external support for faculty research, scholarship, creative activity, and institutional projects that support the educational and service mission of the university.

Under the general supervision of the Associate Vice President (AVP) for Research and Sponsored Programs, the Student Intern will provide a range of administrative, technical, and event planning support. This position offers an excellent opportunity for a motivated student to gain valuable experience in a professional academic environment.

### **ESSENTIAL FUNCTIONS:**

- Perform general office tasks, including responding to emails, filing, and maintaining organized records.
- Provide administrative support for ORSP grant processes managed through InfoReady.
- Assist with data entry, document creation, and spreadsheet management (Excel/Smartsheets).
- Maintain and update ORSP databases, including importing/exporting information and reports.
- Support the AVP on special projects and presentations.
- Assist in the planning and coordination of workshops, events, and meetings.
- Provide technical support and website/content updates as needed.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Energetic and eager to tackle new projects and ideas.
- Self-directed and able to work with minimal supervision.
- Proficient computer skills, preferably Microsoft Office Suite applications (Word, PowerPoint, and Excel), Qualtrics, Adobe, UI, Web editing tools, and other software as needed.
- Excellent written and verbal communication skills.
- Detail oriented

### **EDUCATION:**

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

### **TO APPLY:**

Email your resume and availability directly to [orsp@fullerton.edu](mailto:orsp@fullerton.edu) by 05/30/25. Please ensure the subject is the position title you are applying for followed by your name. *Example: Communications*

*Student Intern – Tuffy Titan.*