

STUDENT EMPLOYMENT OPPORTUNITIES

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COMMUNICATIONS STUDENT INTERN

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

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 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.*

HUMAN RESOURCES STUDENT ASSISTANT

TITLE:	HUMAN RESOURCES STUDENT ASSISTANT
DEPARTMENT:	HUMAN RESOURCES/PAYROLL
REPORTS TO:	HUMAN RESOURCES/PAYROLL ASSOCIATE DIRECTOR EE
CLASSIFICATION:	STUDENT (UP TO 20 HOURS PER WEEK)
SALARY:	\$16.50 / PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

Under the supervision of the Associate HR/Payroll Director, the Human Resources Student Assistant performs clerical and administrative support for recruitment, on-boarding, and personnel changes within the Human Resources/Payroll office.

This student assistant position is anticipated to end during the Fall 2025 semester.

ESSENTIAL FUNCTIONS:

- Welcomes visitors to the HR office and addresses general inquiries related to the department
- Handles incoming phone calls and responds to general email inquiries, providing assistance and information as needed.
- Creates accounts in Neogov, the onboarding system, and assigns onboarding tasks to new hires as needed.
- Assists with electronic filing of employee documents in HRIS system
- Responsible for collecting, reviewing, and verifying I-9 documents to ensure compliance with federal regulations. This includes processing employment eligibility through the E-Verify system.
- Verifies employee identification before distributing physical paychecks in the office.
- Prepares employee paperwork for approval and data entry into HRIS.
- Other duties as assigned

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 CSU Fullerton student in good academic standing.
- Business Administration majors with a human resources concentration preferred.

TO APPLY:

Please apply here: <https://app.smartsheet.com/b/form/65c384d8d248430e8f6cc32e2389813d> by 06/17/25.

ORD GRADUATE STUDENT ASSISTANT

TITLE:	ORD GRADUATE STUDENT ASSISTANT
DEPARTMENT:	OFFICE OF RESEARCH AND SPONSORED PROJECTS ORSP
REPORTS TO:	MANAGER OF RESEARCH DEVELOPMENT
EE CLASSIFICATION:	STUDENT (UP TO 20 HOURS PER WEEK)
SALARY:	\$18.00 / PER HOUR
FLSA STATUS:	NON-EXEMPT

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 by 06/30/25. 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

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

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 by 06/30/25. Please ensure the subject is the position title you are applying for followed by your name. *Example: Communications Student Intern – Tuffy Titan.*