

## STUDENT EMPLOYMENT OPPORTUNITIES

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## **STUDENT OFFICE ASSISTANT**

<b>TITLE:</b>	<b>STUDENT OFFICE ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>CENTER FOR HEALTHY NEIGHBORHOODS</b>
<b>REPORTS TO:</b>	<b>ASSISTANT DIRECTOR</b>
<b>CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$22.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

The Student Office Assistant at CSUF Center for Healthy Neighborhoods is a student worker position designed to provide Cal State Fullerton students with valuable professional experience in a community-centered environment. This role supports the Center's daily operations and outreach efforts, offering opportunities to develop skills in program coordination and community communication.

### **ESSENTIAL FUNCTIONS:**

- Collaborate with other Center staff to successfully implement the Academic Success Program (ASP). ASP hours of operation: 3 PM – 6:30 PM, M-T-W-TR.
- Ensure that the ASP's daily activities are coordinated and provided in a high-quality format.
- Prepare programming and services for the next-day and help close the Center.
- Communicate effectively with Academic Success Program families.
- Support accurate data entry and record-keeping.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Bilingual: English and Spanish.
- Ability to work independently, manage multiple tasks, and meet deadlines in a fast-paced environment.
- Strong attention to detail and commitment to producing high-quality work.
- Culturally competent, with an understanding of the unique challenges faced by immigrant and Latino/a communities.
- Ability to work flexible hours, including evenings.
- Ability to work independently while being an active and collaborative team member.

### **EDUCATION:**

- Must be a matriculated CSUF student.

### **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:**

Email your resume and a cover letter detailing your availability directly to Sergio Calderón at [secalderon@fullerton.edu](mailto:secalderon@fullerton.edu) by 08/28/25, urgently hiring.