

STUDENT EMPLOYMENT OPPORTUNITIES

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UROC UNDERGRADUATE ASSISTANT

TITLE:	UROC UNDERGRADUATE ASSISTANT
DEPARTMENT:	UROC
REPORTS TO:	DIRECTOR
EE CLASSIFICATION:	STUDENT (UP TO 20 HOURS DURING SEMESTER)
FLSA STATUS:	NON-EXEMPT
SALARY:	\$18.00 - \$22.00/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.
- Technical knowledge of Microsoft Office Suites is required.
- Assist in maintaining UROC website (www.fullerton.edu/UROC)
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- CSUF Undergraduate Student in good academic standing with 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.

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 complete the following [UROC Student Assistant Application](#) by 10/13/2025.

UROC GRADUATE ASSISTANT

TITLE:	UROC GRADUATE ASSISTANT
DEPARTMENT:	UROC
REPORTS TO:	DIRECTOR
EE CLASSIFICATION:	STUDENT (UP TO 20 HOURS DURING SEMESTER)
FLSA STATUS:	NON-EXEMPT
SALARY:	\$18.00 - \$22.00/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.
- Technical knowledge of Microsoft Office Suites is required.
- Assist in maintaining UROC website (www.fullerton.edu/UROC)
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- CSUF Graduate Student in good academic standing.
- 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.

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 complete the following [UROC Student Assistant Application](#) by 10/13/2025.

ACCOUNTING INTERN (STUDENT ASSISTANT)

TITLE:	ACCOUNTING STUDENT ASSISTANT
DEPARTMENT:	BUSINESS & FINANCIAL SERVICES
REPORTS TO:	ACCOUNTS PAYABLE LEAD
EE CLASSIFICATION:	STUDENT (UP TO 20 HOURS DURING SEMESTER)
SALARY:	\$17.00/PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

Under the supervision of the Accounts Payable Lead the Accounting Student Assistant will provide clerical and administrative support for the accounting and accounts payable team within the Business & Financial Services department. The position will provide great experience and will include the opportunity to learn real-world accounting processes and procedures.

ESSENTIAL FUNCTIONS:

Working directly with the Accountant and Accounts Payable Lead duties will include but are not limited to the following:

- Be part of a workflow tracing/maintaining payment requests and/or invoices with the use of various workflow procedures.
- Assist with data entry.
- Assist with Cashier's office.
- Assist with vendor vetting process by tracking various stages of the process.
- Assist with the scanning of documents.
- Assist with group email functions.
- Assist with journal entries.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Working knowledge of computer software such as Excel/Word/PowerPoint/Outlook.
- Ability to pay close attention to detail, work in an organized manner, ability to meet deadlines, follow instructions and work with little supervision.
- Basic knowledge of accounting functions.
- Willingness to learn and work cooperatively with others.

EDUCATION:

- Must be a matriculated CSUF student.

ADDITIONAL REQUIREMENTS:

- Must be available from Monday – Friday from 9AM – 1PM

TO APPLY:

Please send updated resume to: chcamarena@fullerton.edu by 10/15/2025.

OLLI DISTANCE LEARNING VIDEO EDITOR

TITLE:	OLLI DISTANCE LEARNING VIDEO EDITOR
DEPARTMENT:	OSHER LIFELONG LEARNING INSTITUTE (OLLI)
REPORTS TO:	OLLI EXECUTIVE DIRECTOR
EE CLASSIFICATION:	STUDENT (VARIES 10-20 HOURS PER WEEK)
SALARY:	\$17.00/PER HOUR
FLSA STATUS:	NON-EXEMPT

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.
- 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 directly to olli-info@fullerton.edu by 10/17/2025.