

STUDENT EMPLOYMENT OPPORTUNITIES

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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:	\$17.00 - \$18.00 / 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.

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.
- Must be able to work weekdays (Monday to Friday), with shifts ending no later than 2 PM.

EDUCATION:

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

TO APPLY: Please submit a copy of your **resume** along with a **document listing your hours of availability** to: chcamarena@fullerton.edu by 10/31/25. Both items are required for your application to be considered complete.

STUDENT INTERNSHIP

TITLE:	STUDENT INTERNSHIP
DEPARTMENT:	SOCIAL SCIENCE RESEARCH CENTER (SSRC)
REPORTS TO:	CENTER DIRECTOR
EE CLASSIFICATION:	STUDENT
SALARY:	\$17.00/ PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

The goal of the SSRC internship program is to provide students with practical, hands-on experience in a real-world research setting, equipping them with skills and knowledge to contribute to research projects and prepare them for future careers or graduate studies. The overall objectives of the internship program are skill development and contributing to meaningful projects. Under the supervision of the Center Director, SSRC interns will contribute to ongoing research projects and make tangible contributions. The role of the Intern is multi-faceted, balancing learning with contributing to real-world projects. This includes but is not limited to understanding the scope of research projects, conducting literature reviews, programming surveys in Qualtrics, gathering and organizing data, data analysis, and report production.

ESSENTIAL FUNCTIONS:

- Gather and organize data, which may involve conducting surveys or collecting information from various sources.
- Programming surveys in Qualtrics.
- The development of data files in SPSS or Excel.
- Cleaning and preparing data files.
- Coding open-ended data.
- Perform simple descriptive statistics, as well as t-tests and chi-square tests.
- Interpret the results of data that is analyzed.
- Produce tables and graphics depicting analyzed data.
- Assist in report production.
- Proofread final reports.

MINIMUM QUALIFICATIONS:

- Current CSUF undergraduate student
- Seeking a degree in Social Science
- Experience using Excel, Microsoft Word, and SPSS.
- Excellent attendance and reliability.
- Completed at least one of the following and completed or is currently enrolled in the other:
 - Required research method course for major
 - Required statistics course for major
 - Enrolled in and completed internship courses (like Psych495) for my major during the internship.
- Must report 8-10 hours/ week for one semester.

- Must be available from 10 AM to 3 PM Fridays/ Additional 4-5 hours are flexible.

If students fit these criteria, we request the following:

- A cover letter directed at SSRC explaining qualification for and interest in the SSRC's program specifically. Cover letters directed at a general audience are not acceptable.
- An updated resume
- A Word or PDF copy of student's most current Titan Degree Audit or transcript

Eligible candidates will be invited for an interview and potentially asked to complete a brief analysis task.

EDUCATION:

- Required education: Enrolled at CSU Fullerton as an undergraduate and seeking a degree in Social Science

PHYSICAL DEMANDS:

Lifting of up to 25 lbs; periodic bending; long-term periods of sitting; long-term periods operating a computer.

APPLICATION PROCEDURE:

To be considered an applicant; you **must** send a cover letter, an updated resume, an attachment with hours of availability, and a Word or PDF copy of the most current Titan Degree Audit or transcript to: lgil-trejo@fullerton.edu by 11/13/2025.

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.
- 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 11/15/2025.