



## STUDENT EMPLOYMENT OPPORTUNITIES

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**CARL'S JR. COOK**

**TITLE:** CARL'S JR. COOK  
**DEPARTMENT:** CAMPUS DINING  
**REPORTS TO:** LOCATION MANAGER  
**EE CLASSIFICATION:** STUDENT (UP TO 20 HOURS PER WEEK)  
**SALARY:** \$20.00 / PER HOUR  
**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:**

Under the direction of the location Manager, will work in one of the many campus dining locations to provide an excellent dining experience to its guests.

**ESSENTIAL FUNCTIONS:**

- Responsible for preparation and cooking of food items.
- Cook proteins, vegetables, and other food items on grill or other cooking equipment.
- Cleans grills, ovens, and fryers.
- Responsible for maintaining equipment and the cleanliness of your surroundings.
- Committed to safe food handling, cleanliness, safety, and sanitation standards.
- Restocking kitchen and cook line as needed.
- Completes CSU and ASC mandatory trainings as directed.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Previous experience in food services is highly desirable.
- Ability to work under pressure and produce high volume and quick service.
- Must be customer oriented with good communication and organizational skills.
- A background check must be completed satisfactorily before any candidate can be offered a position with the ASC.

**EDUCATION:**

Minimum High School Diploma or equivalent.

**ADDITIONAL REQUIREMENTS:**

Must be a matriculated CSUF student.

**TO APPLY:**

Email your resume and availability directly to Campus Dining at [csufcampusdining@fullerton.edu](mailto:csufcampusdining@fullerton.edu)

**CREW MEMBER**

<b>TITLE:</b>	<b>CREW MEMBER</b>
<b>DEPARTMENT:</b>	<b>CAMPUS DINING</b>
<b>REPORTS TO:</b>	<b>LOCATION MANAGER</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$20.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

**POSITION SUMMARY:**

Under the direction of the location Manager, Crew Members will work in concessions or one of the many campus dining venues to provide an excellent dining experience for its guests. Available shifts are 8 AM - 3 PM, 11 AM - 3PM, and 3 PM - 9 PM.

**ESSENTIAL FUNCTIONS:**

- Use Point of Sale system and Active Cashier (Mobile Orders) to accurately and promptly take and process customer orders.
- Handle cash, debit, and credit card transactions.
- Interact with customers, students, faculty and staff, and other campus guests providing excellent and inclusive customer service.
- Prepare food items according to the location recipe.
- Prepare customer orders and ensure accuracy.
- Perform general cleaning duties as assigned.
- Maintain cleanliness and sanitation of the work location.
- Adherence to health, safety, and hygiene standards in kitchen and operations.
- Complete CSU and ASC mandatory trainings as directed.
- Weekend schedules are available for concessions.
- Promotes an inclusive environment of teamwork and leads to ensure Diversity, Equity, and Inclusion (DEI) is practiced/applied in department operations, programs, and services.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Respect for others, good work ethic and have a positive attitude.
- Ability to work under pressure and produce high volume and quick service.
- Must be customer oriented with good communication and organizational skills.
- A background check must be completed satisfactorily before any candidate can be offered a position within ASC.

**EDUCATION:**

Minimum High School Diploma or equivalent.

**ADDITIONAL REQUIREMENTS:**

Must be a matriculated CSUF student.

**TO APPLY:** Email your resume and availability directly to Campus Dining at [csufcampusdining@fullerton.edu](mailto:csufcampusdining@fullerton.edu)

**DISHWASHER**

**TITLE: DISHWASHER**  
**DEPARTMENT: CAMPUS DINING**  
**REPORTS TO: LOCATION MANAGER**  
**EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)**  
**SALARY: \$20.00 / PER HOUR**  
**FLSA STATUS: NON-EXEMPT**

**POSITION SUMMARY:**

Under the direction of the Food Court General Manager, Dishwashers will work in one of the many campus dining venues to provide an excellent dining experience for its guests. Available shift hours are from 11 AM - 3 PM and 3 PM - 9 PM.

**ESSENTIAL FUNCTIONS:**

- Wash/Clean all dishes, utensils, pots and pans etc.
- Assist crew members in any equipment clearing needs.
- Maintain clean and sanitary conditions in the kitchen, storeroom, and other designated areas.
- Sweep and mop kitchen floor as well as walk-ins and other designated areas as needed.
- Perform general cleaning duties as assigned.
- Maintain cleanliness and sanitation of work location.
- Adherence to health, safety and hygiene standards in kitchen and operations.
- Completes CSU and ASC mandatory trainings as directed.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Ability to work under pressure and produce high volume and quick service.
- A background check must be completed satisfactorily before any candidate can be offered a position within ASC.

**EDUCATION:**

Minimum High School Diploma or equivalent.

**ADDITIONAL REQUIREMENTS:**

Must be a matriculated CSUF student.

**TO APPLY:**

Email your resume and availability directly to Campus Dining at [csufcampusdining@fullerton.edu](mailto:csufcampusdining@fullerton.edu).

**UROC UNDERGRADUATE STUDENT ASSISTANT**

<b>TITLE:</b>	<b>UROC UNDERGRADUATE STUDENT ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>OFFICE OF RESEARCH AND SPONSORED PROJECTS (ORSP)</b>
<b>REPORTS TO:</b>	<b>UROC FACULTY DIRECTOR</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$18.00 - \$20.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

**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).

This position is anticipated to start May 2024.

**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](http://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.

**TO APPLY:** Email your resume and availability directly to UROC at [UROC@fullerton.edu](mailto:UROC@fullerton.edu).

**UROC GRADUATE STUDENT ASSISTANT**

<b>TITLE:</b>	<b>UROC GRADUATE STUDENT ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>OFFICE OF RESEARCH AND SPONSORED PROJECTS (ORSP)</b>
<b>REPORTS TO:</b>	<b>UROC FACULTY DIRECTOR</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$18.00 - \$20.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

**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 Graduate Student Assistant will provide support for the Undergraduate Research Opportunity Center (UROC).

This position is anticipated to start May 2024.

**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.
- Build support community among UROC Fellowship students: Maintain Canvas classroom for UROC Fellows, read and respond to student reflections, keep students on task (e.g., make sure they submit bi-weekly reflections and monthly progress reports), organize monthly community events
- Assist in maintaining UROC website ([www.fullerton.edu/UROC](http://www.fullerton.edu/UROC))
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- CSUF Graduate Student in good academic standing with website development experience helpful.
- 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.

**TO APPLY:** Email your resume and availability directly to UROC at [UROC@fullerton.edu](mailto:UROC@fullerton.edu).

**FULLERTON ASPIRE GRADUATE STUDENT ASSISTANT**

<b>TITLE:</b>	<b>FULLERTON ASPIRE GRADUATE STUDENT ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>RESEARCH GRANT EMPLOYEES</b>
<b>REPORTS TO:</b>	<b>PROJECT MANAGER, FULLERTON ASPIRE</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$18.00 - \$20.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

**POSITION SUMMARY:**

Fullerton ASPIRE: Access, Support, Pathways and Inclusive Resources for Everyone, an initiative funded by the Department of Education, is dedicated to empowering students and enhancing their educational journey, especially students from underrepresented backgrounds, including first-generation college students, Pell Grant, and Cal Grant recipients. Fullerton ASPIRE is committed to fostering a supportive and inclusive environment where every student has the resources and opportunities they need to thrive academically and achieve their goals. Under the supervision of the Fullerton ASPIRE Project Manager, the Fullerton ASPIRE Graduate Student Assistant will provide support for Fullerton ASPIRE.

*\*Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding.*

**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 Fullerton ASPIRE activities.
- Communicate with students, staff, and faculty on various platforms.
- Assist in program development, event planning, promotional marketing material, and conference coordination.
- Assist in maintaining Fullerton ASPIRE's website and Instagram account.
- Assist with translating documents/flyers from English to Spanish.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- CSUF Graduate Student in good academic standing.
- Bilingual: English and Spanish.
- 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).
- Proficient Canva skills to create flyers, brochures, presentations, newsletters, and reports.

**TO APPLY:**

Email your resume and availability directly to Fullerton ASPIRE at [CSUF-ASPIRE@fullerton.edu](mailto:CSUF-ASPIRE@fullerton.edu) by May 10, 2024.