STUDENT EMPLOYMENT OPPORTUNITIES

CARL'S JR. COOK .................................................................................................................. 2

CREW MEMBER .................................................................................................................... 3

DISHWASHER ......................................................................................................................... 5

OFFICE OF SPONSORED PROGRAMS INTERN ..................................................................... 6

COLLEGE STUDENT ADVISOR ............................................................................................... 7

OFFICE ASSISTANT .................................................................................................................. 9

OLLI MULTIMEDIA PRODUCTION STUDENT ASSISTANT .................................................. 11
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: $16.50 / 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.

REQUIRED CERTIFICATES
Food Handler Certification required.

EDUCATION:
Minimum High School Diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

TO APPLY:
Email your resume and availability directly to Campus Dining at csufcampusdining@fullerton.edu
CREW MEMBER

TITLE: CREW MEMBER
DEPARTMENT: CAMPUS DINING
REPORTS TO: LOCATION MANAGER
EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)
SALARY: $15.50 / PER HOUR
FLSA STATUS: NON-EXEMPT

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.

REQUIRED CERTIFICATES
Food Handler Certification required

EDUCATION:
Minimum High School Diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.
TO APPLY:
Email your resume and availability directly to Campus Dining at csufcampusdining@fullerton.edu
DISHWASHER

TITLE: DISHWASHER
DEPARTMENT: CAMPUS DINING
REPORTS TO: LOCATION MANAGER
EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)
SALARY: $16.50 / 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.

REQUIRED CERTIFICATES
Food Handler Certification required

EDUCATION:
Minimum High School Diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

TO APPLY:
Email your resume and availability directly to Campus Dining at csufcampusdining@fullerton.edu.
OFFICE OF SPONSORED PROGRAMS INTERN

TITLE: OFFICE OF SPONSORED PROGRAMS INTERN
DEPARTMENT: OFFICE OF SPONSORED PROGRAMS
REPORTS TO: OFFICE OF SPONSORED PROGRAMS MANAGER
EE CLASSIFICATION: STUDENT INTERN (UP TO 20 HOURS PER WEEK)
SALARY: $15.50/HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
The Intern for Office of Sponsored Programs (OSP) provides direct administrative support for contracts and grants and directly serves as liaison to Sponsored Program Administrators and/or Auxiliary and university staff.

ESSENTIAL FUNCTIONS:
- Supports contract and grant operations with transactional, account set-up and close, and various compliance report management.
- Assist with the close-out process in the Grant Management and ASC financial system.
- Assist with record management and retention. Perform archiving of project documents for hardcopy and electronic storage in an efficient and effective manner. Provide documents to the Office of Grants and Contracts as needed or required.
- Serve as back-up to the front desk to help incoming clients.
- Develop and maintain email distribution lists.
- Set up and maintain a paperless filing system for sponsored program administrators.
- Order and monitor office supplies.
- Other duties as assigned.

EDUCATION:
Minimum High school diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

TO APPLY:
Email your resume and availability directly to Jocelyn Walton at jowalton@fullerton.edu.
COLLEGE STUDENT ADVISOR

TITLE: COLLEGE STUDENT ADVISOR
DEPARTMENT: EDUCATIONAL TALENT SEARCH (STUDENT AFFAIRS)
REPORTS TO: EDUCATIONAL TALENT SEARCH DIRECTOR
EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)
SALARY: $16.00/HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Educational Talent Search (ETS) provides students with the necessary support services to pursue a higher education. Our goal is to ensure that scholars are ready for college, with as many post-secondary options as possible. ETS is a federally funded TRIO program designed primarily to assist low-income and potential first-generation college students with enrolling and preparing to succeed in college, at the following Anaheim Union High School District (AUHSD) schools: Anaheim High School, Katella High School, Loara High School, Magnolia High School, Savanna High School, and Western High School.

Under the supervision of the Academic Coordinator, the College Student Advisor support the academic achievement of ETS Scholars at one or more of the target schools in AUHSD. College Student Advisers will be responsible for conducting both individual and small group advising on college access topics including, but not limited to, college and career exploration, financial aid and literacy, and college application support. The College Student Advisor must demonstrate the ability to quickly establish rapport and communicate well with students. The College Student Advisor is responsible for consistently and accurately documenting all advising sessions with students according to the ETS policies and procedures. Based on their assigned school site(s), the College Student Advisor will be assigned a primary supervisor for the duration of the year.

*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 or new Grant/Contract.

ESSENTIAL FUNCTIONS:
- Conducting individualized and small group academic advising/mentoring sessions.
- Assisting students throughout the process of completing college and financial aid applications.
- Providing Scholar referrals to Director and Coordinator
- Assisting with presentations and workshops
- Tracking educational progress through detailed documentation of students’ participation and academic performance.
- Keeping student informed of upcoming ETS activities and events.
- Assisting coordination of workshops, campus tours, and special events.
- Participating in school events to promote and support ETS.
- Attending staff meetings and staff development sessions.
- Other duties as assigned.
MINIMUM QUALIFICATIONS:
- Be able to work independently and take initiative.
- Possess excellent oral, written, and interpersonal communication skills.
- Demonstrate sound decision making.
- Experience working with parents/guardians of high school-aged youth, desired.
- Training in advising high school students, desired.
- Experience advising TRIO project participants, desired.
- Experience in documentation of services, desired.
- Must be flexible to work evening, weekends, and overnight as needed.

SKILLS AND ABILITIES:
- Ability to speak and write in Spanish desired.
- Demonstrates proficiency in written and spoken English.
- Experience overcoming disadvantages of circumstances like those of the population of the target area.
- Demonstrated ability to develop academic success of students.
- Demonstrated coordination and interpersonal skills.
- Ability to speak in public and represent Educational Talent Search.
- Demonstrated organizational, time management, coordination, and multi-tasking skills.
- Ability to facilitate post-secondary preparation and academic success workshops.

EDUCATION:
Minimum High school diploma.

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

TO APPLY:
Email your resume and availability directly to Carlos Olmedo at colmedo@fullerton.edu.
OFFICE ASSISTANT

TITLE: OFFICE ASSISTANT
DEPARTMENT: EDUCATIONAL TALENT SEARCH (STUDENT AFFAIRS)
REPORTS TO: EDUCATIONAL TALENT SEARCH DIRECTOR
EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)
SALARY: $16.00/HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Educational Talent Search (ETS) provides students with the necessary support services to pursue a higher education. Our goal is to ensure that scholars are ready for college, with as many post-secondary options as possible. ETS is a federally funded TRIO program designed primarily to assist low-income and potential first-generation college students with enrolling and preparing to succeed in college, at the following Anaheim Union High School District (AUHSD) schools: Anaheim High School, Katella High School, Loara High School, Magnolia High School, Savanna High School, and Western High School.

Under the supervision of the Project Assistant, the Office Assistant supports to maintain student database records and tracking systems. Throughout the academic year, the Office Assistant supports the team with reviewing the accuracy and completeness of various documents received for processing including but not limited to new scholar applications, student verification forms, student sign-in forms, and field trip permission slips. The Office Assistant is responsible for data entry. The Office Assistant will perform general clerical and receptionist responsibilities such as answering phone calls and responding to emails. Runs errands, makes copies, crafts flyers, and drafts PowerPoint presentations. Assists the Academic Support Team by creating call slips, reminder slips, and assisting during ETS events as required.

*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 or new Grant/Contract.

ESSENTIAL FUNCTIONS:
- Assist in maintaining student database records and tracking systems.
- Process and safeguard confidential student information.
- Assist in reviewing accuracy and completeness of various documents received for processing.
- Perform general clerical and receptionist responsibilities.
- Use Microsoft Office and Google Productivity Suites to draft and prepare mailings to participants, parents/guardians, target schools, and community.
- Represent Educational Talent Search and California State University, Fullerton (CSUF) during university and community events.
- Maintain ongoing communication with the Program Assistant
- Attend staff meetings and staff development sessions.
- Other duties as assigned.
MINIMUM QUALIFICATIONS:
- Clerical experience
- Possess competency using Microsoft Office and Google Productivity Suites.
- Be able to work independently and take initiative.
- Possess excellent oral, written, and interpersonal communication skills.
- Demonstrate sound decision making.
- Experience working with parents/guardians of high school-aged youth, desired.
- Training in advising high school students, desired.
- Experience advising TRIO project participants, desired.
- Experience in documentation of services, desired.
- Experience with social media communication and virtual content delivery, desired.

SKILLS AND ABILITIES:
- Bilingual skills on English and Spanish preferred, but not required.
- Experience overcoming disadvantages of circumstances like those of the population of the target area.
- Professional telephone skills.
- Ability to speak in public and represent Educational Talent Search.
- Demonstrated organizational, time management, coordination, and multi-tasking skills.

EDUCATION:
Minimum High school diploma.

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

TO APPLY:
Email your resume and availability directly to Carlos Olmedo at colmedo@fullerton.edu.
OLLI MULTIMEDIA PRODUCTION STUDENT ASSISTANT

TITLE: OLLI MULTIMEDIA PRODUCTION STUDENT ASSISTANT
DEPARTMENT: OSHERR LIFELONG LEARNING INSTITUTE (OLLI)/EIP
REPORTS TO: PATSY BURNS
EE CLASSIFICATION: STUDENT (10-14 HOURS PER WEEK)
SALARY: $15.50 / PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
The Osher Lifelong Learning Institute's (OLLI) 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.

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.

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

TO APPLY:
Email your resume directly to Patsy Burns at pburns@fullerton.edu.