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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
CREW MEMBER

TITLE: CREW MEMBER
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, 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
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.
IT INTERN

TITLE: IT INTERN
DEPARTMENT: ASC INFORMATION TECHNOLOGY
REPORTS TO: SYSTEMS ADMINISTRATOR
EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)
SALARY: $16.00 / PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
This position will learn how to support end-users and associated computer systems, including desktops, laptops, printers, and mobile devices. The candidate will also learn how to support company's point of sale systems and associated equipment, communicate with and assist end-users, and perform repairs and troubleshooting. The position will grow into providing support for the following tasks: PC maintenance, office software maintenance, build/maintain POS configuration/pricing data, password resets, register maintenance and event support, mobile device support, and Adobe forms design.

ESSENTIAL FUNCTIONS:
- Provide regular and frequent communication to the Systems Administrator regarding progress on various projects and tasks.
- Assist employees and our clients with computer abilities ranging from novice to advanced.
- Perform occasional training of end-users to be self-sufficient as directed the Systems Administrator.
- Assist the Systems Administrator in the gathering of data for annual inventories.
- Occasional movement of equipment.
- Resolution of urgent issues.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:
- Knowledgeable in Microsoft Office Word, PowerPoint, Excel.
- Basic understanding of PC hardware.
- Basic understanding of computer networking.
- Strong interest in computers and software.
- Day-to-day working experience and troubleshooting with a Windows point of sale systems for multiple venues, multiple locations.
- Working knowledge of basic IP networking and Ethernet.
- Configuration/Programming of POS menu systems both locally in and cloud-based systems
- Experience with and ability to keep systems up to date including BIOS, Windows, Office, & other software automated & manual updates.
- Experience with malware detection and removal/cleanup/prevention.
- Experience supporting multi-function printers.
- Experience repairing and installing point of sale hardware, desktop and laptops, printers.

EDUCATION:
- Must be a CSUF Graduate Student in good academic standing.
PHYSICAL DEMANDS:
Lifting of up to 15lbs and team lifting up to 40lbs.; ability to crouch and crawl to route and install cabling and power cords etc.; periodic bending; long-term periods of sitting; long term periods operating a computer.

TO APPLY:
Email your resume and availability directly to Bertha Leon at bleon@fullerton.edu by 06/19/24.
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: $18.00 - 20.00 / PER 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.

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 in documentation of services, desired.

SKILLS AND ABILITIES:

- Bilingual: English and Spanish, preferred but not required.
- Professional telephone skills
- Demonstrated organizational, time management, coordination, and multi-tasking skills.

EDUCATION:
Minimum High School Diploma or equivalent.

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

TO APPLY:
Email your resume and availability directly to CSUF Educational Talent Search at talentsearch@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: $18.00 - 20.00 / PER 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 supports the academic achievement of ETS Scholars at one or more of the target schools in AUHSD. College Student Advisors 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.

ESSENTIAL FUNCTIONS:
- Conducting individualized and small group college prep 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 students 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 working with potential first-gen, low-income students, desired.
- Experience in documentation of services, desired.

EDUCATION:
Minimum High School Diploma or equivalent.

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

TO APPLY:
Email your resume and availability directly to CSUF Educational Talent Search at talentsearch@fullerton.edu.
STUDENT ASSISTANT

TITLE: STUDENT ASSISTANT
DEPARTMENT: GRANTS AND CONTRACTS
REPORTS TO: DIRECTOR
EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)
SALARY: $18.00 / PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under the direction of the Associate Director for Grants and Contracts, the Student Assistant will provide clerical support to Grants and Contracts office staff.

The Grants and Contracts Office assists in the preparation and timely submission of proposals to external funding agencies, as well as reviewing and negotiating grants and contracts awarded to CSUF. The Grants and Contracts Office also drafts, reviews, and negotiates other related bilateral agreements for acceptance by the CSU Fullerton Auxiliary Services Corporation.

ESSENTIAL FUNCTIONS:
- Assist the Officers in assigning proposal numbers and adding proposals to the Outlook calendar
- Assist the Administrative Support Coordinator and Associate Director in completing and updating department forms, contact lists, and website content
- Create and maintain OGC proposal checklist and complete Visual Compliance check for all Key Personnel
- Collect required compliance forms for all National Science Foundation (NSF), Public Health Services (PHS) agencies, and Department of Energy (DOE) submissions
- Maintain electronic proposal files in Dropbox for all submissions and awards
- Prepare award transmittals for all incoming awards and outgoing subawards
- Assist with data entry for month-end reporting
- Purge electronic proposal and award files in accordance with our campus record retention policy
- Assist with unit-wide events such as Research Week and other activities as assigned.
- Assist the Associate Vice President for Research and Sponsored Projects, on other clerical tasks or special projects as needed
- Responsible for viewing and maintaining student email for tasks assigned by the Grants and Contracts Office staff
- Other duties as assigned.

MINIMUM QUALIFICATIONS:
- Ability to understand and handle confidential data appropriately and respond with tact and diplomacy
- Energetic and eager to tackle new projects and provide solution-oriented ideas
- Proficient computer skills in the use of word processing, spreadsheet, internet, and electronic mail, preferably Microsoft Office Suite applications (Word, PowerPoint, and Excel) and Adobe Acrobat.
• Excellent written and verbal communication skills
• Experience working in a team environment
• Previous office experience preferred

EDUCATION:
Must be a matriculated CSUF student in good academic standing.

TO APPLY:
Email your resume and availability directly to ogc1@fullerton.edu.