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: $16.00 / PER HOUR
FLSA STATUS: NON-EXEMPT / HOURLY

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:
- Prepare customer orders
- Process customer transactions using a cash register
- Storing food properly
- Ensuring cleanliness and sanitation of work location.
- Other duties as assigned.
- Promotes an inclusive environment of teamwork and leads to ensure Diversity, Equity, and Inclusion (DEI) is practiced/applied in department operations, programs, and services.

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.
- Must have or be able to obtain a Food Handler card/certification.
- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- Ability to promote and prioritize Diversity, Equity, and Inclusion (DEI)

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student for Fall semester, 2022

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: $15.00 / PER HOUR
FLSA STATUS: NON-EXEMPT / HOURLY

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.

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 location recipe
• Prepare customer orders and ensure accuracy
• Perform general cleaning duties as assigned
• Maintain cleanliness and sanitation of work location
• Adherence to health, safety and hygiene standards in kitchen and operations
• Complete CSU and ASC mandatory trainings as directed
• 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.
• Ability to promote and prioritize Diversity, Equity, and Inclusion (DEI)
• Must be available to work weekends and evenings
• REQUIRED CERTIFICATES: Food Handler Certification required
• EDUCATION: High school diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student for Fall semester, 2022

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: $16.00 / PER HOUR
FLSA STATUS: NON-EXEMPT / HOURLY

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.

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.
• REQUIRED CERTIFICATES: Food Handler Certification required
• EDUCATION: High school diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student for Fall semester, 2022

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

TITLE:    PHOTOGRAPHY INTERN
DEPARTMENT:  TITAN SHOPS
REPORTS TO:   MARKETING COORDINATOR
EE CLASSIFICATION:  STUDENT INTERN (UP TO 20 HOURS PER WEEK)
SALARY:   $15.00/HOUR
FLSA STATUS:   NON-EXEMPT

POSITION SUMMARY:
Under the supervision of the Titan Shops Marketing Coordinator, Photography Intern will work with Titan Shops to create visual content for retail store.

ESSENTIAL FUNCTIONS:
- Create visual content for retail purposes (website, signage, social media, video)
- Identify best practices for product presentation
- Identify best practices for utilizing both people and props in visual content
- Utilize software programs to touch up images and transfer images to website and social media platforms
- Utilize digital cameras and other equipment to achieve desired images
- Attend marketing meetings
- Completes CSU and ASC mandatory trainings as directed
- Other duties as assigned

MINIMUM QUALIFICATIONS:
- EDUCATION: High school diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student seeking internship credit.

TO APPLY:
Email your resume and availability directly to Jocelyn Sarazua at jsarazua@fullerton.edu
HUMAN RESOURCES INTERN

TITLE: HUMAN RESOURCES INTERN
DEPARTMENT: HUMAN RESOURCES/PAYROLL
REPORTS TO: HUMAN RESOURCES/PAYROLL ASSOCIATE DIRECTOR
EE CLASSIFICATION: STUDENT INTERN (UP TO 20 HOURS PER WEEK)
SALARY: $15.00/HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under the supervision of the HR/Payroll Associate Director, Human Resources Intern, performs clerical and administrative support for recruitment, on-boarding, and personnel changes within the Human Resources/Payroll office.

ESSENTIAL FUNCTIONS:
• Assists with greeting customers to the HR office
• Assists with creating new accounts in Neogov to onboard new hires
• Assists with electronic filing of employee documents
• Assist with E-Verify data entry
• Assist with New Hire, Rehire, and Termination data entry
• Other duties as assigned

MINIMUM QUALIFICATIONS:
• EDUCATION: High school diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student seeking internship credit.

TO APPLY:
Email your resume and availability directly to Jocelyn Sarazua at jsarazua@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: $15.00/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

MINIMUM QUALIFICATIONS:  
- EDUCATION: High school diploma

ADDITIONAL REQUIREMENTS:  
Must be a matriculated CSUF student seeking internship credit.

TO APPLY:  
Email your resume and availability directly to Jocelyn Sarazua at jsarazua@fullerton.edu