

## STUDENT EMPLOYMENT OPPORTUNITIES

<b>MANDARIN STUDENT ASSISTANT .....</b>	<b>2</b>
<b>OFFICE OF SPONSORED PROGRAMS INTERN .....</b>	<b>3</b>
<b>OLLI DISTANCE LEARNING VIDEO EDITOR .....</b>	<b>5</b>

## **MANDARIN STUDENT ASSISTANT**

**TITLE:** MANDARIN STUDENT ASSISTANT  
**DEPARTMENT:** AMERICAN STUDIES  
**REPORTS TO:** SUSIE WOO, PROFESSOR  
**CLASSIFICATION:** STUDENT  
**SALARY:** \$18.00 - \$25.00 / PER HOUR  
**FLSA STATUS:** NON-EXEMPT

### **POSITION SUMMARY:**

We are seeking a student to translate handwritten documents from Mandarin to English. These documents, originating from the Korean Ministry of Health Affairs, date back to the 1950s through the 1980s.

*\*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:**

- Create a summary in English of PDF documents that are written in Mandarin: Student will read archival documents in Mandarin and provide an overview of its contents in English
- Help identify documents that are directly related to the primary research topic: Student will search for key terms and topics (provided by the faculty lead) and organize relevant materials by topic in shared Dropbox folders
- Directly translate sections related to the primary research topic into English: Provide word-for-word translations of relevant sections
- Meet faculty lead via Zoom to discuss and share findings: Meetings will take place every other week
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Bilingual: English and Mandarin

### **EDUCATION:**

- Must be a current CSUF student in good academic standing

### **APPLICATION PROCEDURE:**

To apply, please submit your resume and a brief description of your ability to translate from Mandarin to English to Professor Susie Woo ([suwoo@fullerton.edu](mailto:suwoo@fullerton.edu)).

## **OFFICE OF SPONSORED PROGRAMS INTERN**

<b>TITLE:</b>	<b>OFFICE OF SPONSORED PROGRAMS INTERN</b>
<b>DEPARTMENT:</b>	<b>OFFICE OF SPONSORED PROGRAMS</b>
<b>REPORTS TO:</b>	<b>ASSOCIATE DIRECTOR, SPONSORED PROGRAMS</b>
<b>CLASSIFICATION:</b>	<b>STUDENT INTERN (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$18.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

The Intern for Office of Sponsored Programs (OSP) provides direct administrative support for contracts and grants and directly serves as liaison between and among OSP, Auxiliary, and university staff.

### **ESSENTIAL FUNCTIONS:**

- Assist with account setup, cost transfers, transactions, compliance, account close-out processes, and other OSP tasks as needed.
- Assist with record management and retention. Perform archiving of project documents for hardcopy and electronic storage in an efficient and effective manner.
- Transmit and track routing of documents as assigned.
- Assist in reviewing accuracy and completion of various documents received for processing.
- Support audit and compliance activities by locating, researching, and providing required documentation.
- Serve as back-up to the front desk to help incoming clients.
- Assist in the organization, maintenance, generation, and communication via email distribution lists, shared departmental email boxes, and other communication mediums.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Basic understanding of office procedures and data entry practices.
- Attention to detail, accuracy, and ability to manage multiple tasks efficiently.
- Strong written and verbal communication skills.
- Strong organizational skills with a commitment to timeliness and quality.
- Ability to work both independently and collaboratively in a professional environment.
- Ability to react flexibly to new situations.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and willingness to learn institutional systems and databases.
- Successfully clear fingerprinting and background check process.

- Cover letter and resume required.

## **PRFERRED QUALIFICATIONS:**

- Prior office or administrative experience
- Prior experience in the administrative or operational functions of a sponsored program
- Familiarity with university or research environments is an asset.
- Prior experience with Smartsheet.
- Pursuing degree with a focus in Finance, Accounting, Information Systems and Decision Sciences (ISDS), Business Administration, or related field.

## **EDUCATION:**

- Must be a current CSUF student in good academic standing

## **APPLICATION PROCEDURE:**

To apply, please submit a resume, cover letter, and availability directly to [osp@fullerton.edu](mailto:osp@fullerton.edu) with Office of Sponsored Programs Intern as the subject.

## **OLLI DISTANCE LEARNING VIDEO EDITOR**

<b>TITLE:</b>	<b>OLLI DISTANCE LEARNIN VIDEO EDITOR</b>
<b>DEPARTMENT:</b>	<b>OSHER LIFELONG LEARNING INSTITUTE (OLLI)</b>
<b>REPORTS TO:</b>	<b>OLLI EXECUTIVE DIRECTOR</b>
<b>CLASSIFICATION:</b>	<b>STUDENT</b>
<b>SALARY:</b>	<b>\$17.00 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

The Osher Lifelong Learning Institute (OLLI) provides continued learning experiences for retired or semi-retired individuals. The Distance Learning project aims to expand OLLI's reach by delivering streamed content to off-campus locations, as well as member's homes and mobile devices.

OLLI is seeking a Student Video Editor to work on multimedia production for OLLI Distance Learning Program.

### **ESSENTIAL FUNCTIONS:**

- Assist with producing multimedia presentations of OLLI classes.
- Prepare media for streaming and general video production.
- Operate broadcast switchers (e.g., ATEM MINI) to stream videos for OLLI classes.
- Work with multimedia templates and upload content to servers.
- Maintain video and editing equipment as needed.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Basic knowledge of non-linear editing, graphics programs, and audio (preferred).
- Experience with video production and editing using Apple Final Cut Pro, Adobe Premiere, or DaVinci Resolve.
- Basic computer skills, including working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) or Apple iWork.
- Strong writing and verbal communication skills.
- Experience with audio or music recording (preferred).
- Photography and videography experience (preferred)

### **EDUCATION:**

- Must be a current CSUF student in good academic standing

### **APPLICATION PROCEDURE:**

To apply, please submit your resume and availability directly to [olli-info@fullerton.edu](mailto:olli-info@fullerton.edu).