

## STUDENT EMPLOYMENT OPPORTUNITIES

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## CARL'S JR. COOK

<b>TITLE:</b>	<b>CARL'S JR. COOK</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, 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**

<b>TITLE:</b>	<b>DISHWASHER</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 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).

## **GRADUATE STUDENT ASSISTANT (CAMPUS DINING)**

<b>TITLE:</b>	<b>GRADUATE STUDENT ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>ASC CAMPUS DINING</b>
<b>REPORTS TO:</b>	<b>OPERATIONS MANAGER</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$18.50 / PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

The candidate is responsible for providing high-level organizational support, managing calendars, scheduling meetings/appointments, answering phone calls, and handling other administrative tasks. The ideal candidate will be highly organized, detail-oriented, and comfortable working in a fast-paced environment. The ideal candidate will attribute excellent logistical, planning, and organizational skills with strong attention to detail. They also must be able to prioritize quickly and can foresee needs for planning purposes.

### **ESSENTIAL FUNCTIONS:**

- Provide organizational support to management and team.
- Manage Outlook and CaterTrax (Online Group Order Software) event calendars.
- Maintain Campus Dining phone and email inboxes.
- Handle inquiries through e-mail or phone, generate quotes on CaterTrax, and obtain approval from Campus Dining Supervisors.
- Communicate and follow up with clients and Campus Dining team about specific orders and events.
- Interact with customers, students, faculty, staff, and other campus guests providing excellent and inclusive customer service.
- Place Campus Dining office supply orders.
- Assist with delivery of food orders on campus.
- Assist with data entry as needed.
- Assist with marketing events as needed.
- Completes CSU and ASC mandatory training as directed.
- Demonstrate integrity, honesty, and knowledge that promote the culture, values, and mission of Auxiliary Services, Campus Dining, and Cal State University Fullerton.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Minimum one (1) year of clerical experience.
- Relevant education or experience in performing quality administrative support.
- Detail-oriented and very organized.
- Ability to learn new programs or tasks needed with little supervision.
- Effective oral and written communication.
- Self-initiative team player with strong and positive (verbal and written) communication skills.
- Ability to adapt to business needs.
- Must be customer oriented.

- Proficient in applications in Microsoft Office Outlook, Word and Excel, and PowerPoint.
- A background check must be completed satisfactorily before any candidate can be offered a position within ASC.

**EDUCATION:**

- Must be a CSUF Graduate Student in good academic standing.

**PHYSICAL DEMANDS:**

Lifting of up to 35lbs; periodic bending; long-term periods of sitting; Working with calculators and multi-line telephone systems and long-term periods operating a computer.

**TO APPLY:**

Email your resume and availability directly to Campus Dining at [csufcampusdining@fullerton.edu](mailto:csufcampusdining@fullerton.edu) by 07/26/24.

## **STUDENT ASSISTANT (ASPIRE/FULLERTON RISES)**

<b>TITLE:</b>	<b>STUDENT ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>STUDENT ACADEMIC SUPPORT</b>
<b>REPORTS TO:</b>	<b>PROJECT DIRECTOR FOR ASPIRE/FULLERTON RISES GRANT</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 project ASPIRE and Fullerton RISES is seeking motivated graduate or undergraduate students to support the grant activities. The student must be proficient in Spanish language (reading and writing) with strong data entry, analysis, and marketing support skills. This position will primarily involve data management, analysis, and creation of promotional materials including flyers and social media content. The ideal candidate will assist in enhancing outreach efforts. The candidate is responsible for providing high-level organizational support, managing calendars, scheduling meetings/appointments, help coordinate events, answering phone calls, and handling other administrative tasks. The ideal candidate will be highly organized, detail-oriented, and comfortable working in a fast-paced environment. The ideal candidate will attribute excellent logistical, planning, and organizational skills with strong attention to detail.

*\*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:**

- Interact with customers, students, faculty, staff, and other campus guests providing excellent and inclusive customer service.
- Handle inquiries through e-mail or phone.
- Provide organizational support to management and team.
- Translate and adapt materials from English to Spanish (and vice versa) as needed.
- Assist in the creation of promotional materials such as flyers, posters, and digital content.
- Manage project dedicated Outlook accounts.
- Support administrative tasks related to project coordination and communication.
- Manage and update social media platforms with engaging content.
- Assist with data entry as needed and ensure accuracy of collected data.
- Perform data analysis using relevant software and tools.
- Assist in gathering data for reports and summaries based on analyzed data.
- Collaborate with team members to brainstorm and implement marketing strategies.
- Completes CSU and ASC mandatory training as directed.
- Demonstrate integrity, honesty, and knowledge that promotes the culture, values, and mission of Auxiliary Services and Cal State University Fullerton.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Minimum one (1) year of clerical experience.
- Proficient in written and verbal communication in Spanish and English.

- Must be customer oriented.
- Detail-oriented and very organized.
- Relevant education or experience in performing quality administrative support.
- Ability to learn new programs or tasks needed with little supervision.
- Effective oral and written communication.
- Self-initiative team player with strong and positive (verbal and written) communication skills.
- Strong analytical skills with experience in data entry and analysis.
- Competency in using software tools for data analysis (e.g., Excel, SPSS, R).
- Ability to create visually appealing promotional materials using graphic design software (e.g., Adobe Creative Suite, Canva).
- Experience managing social media platforms (Facebook, Twitter, Instagram, etc.) for professional or organizational purposes.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Creative thinking and ability to contribute innovative ideas to marketing campaigns.
- Strong attention to detail and commitment to producing high-quality work.
- Proficient in applications in Microsoft Office Outlook, Word and Excel, and PowerPoint.
- A background check must be completed satisfactorily before any candidate can be offered a position within ASC.

**EDUCATION:**

- Must be a CSUF Student in good academic standing.

**PHYSICAL DEMANDS:**

Lifting of up to 35lbs; periodic bending; long-term periods of sitting; Working with calculators and multi-line telephone systems and long-term periods operating a computer.

**TO APPLY:**

Email your resume and a cover letter along with availability directly to Student Academic Success at [csuf-aspire@Fullerton.edu](mailto:csuf-aspire@Fullerton.edu) by 08/15/24.



## **STUDENT PROGRAM ASSISTANT (NAARE)**

<b>TITLE:</b>	<b>STUDENT PROGRAM ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>NEUROCOGNITIVE AGING &amp; ANALYTICS RESEARCH EDUCATION (NAARE)</b>
<b>REPORTS TO:</b>	<b>PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR</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:**

The present position is a student position for up to 20 hours per week. This position is specific to work on the Neurocognitive Aging & Analytics Research Education (NAARE) program, an externally funded grant via NIH/NIA. Under the direction of the NAARE grant Program Director and NAARE Program Coordinator, the student assistant serves to support program activities, the program director and coordinator. The student assistant will assist with developing program materials (e.g., brochures and curricula editing), assist in student recruitment, and schedule and coordinate program activities. The student program coordinator is also responsible for program data collection and management, progress report preparation, coordinating service vendor activities, website production supervision and maintenance oversight.

*\*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 with coordinating the grant's student research experience program, including recruitment, coordinating applications and selections, program announcements, mentor assignments and mentor updates.
- Participate in communicating program activities with PI/program director, coordinator, faculty, student scholars and USC faculty and personnel.
- Assist with program planning of student workshops to include applying to graduate school, professional development, academic success.
- Collaborates with campus personnel and others in the design of the workshops; market and communicate workshop information to relevant persons, including use of social media.
- Assist with preparing spreadsheets; contribute to and writes reports/correspondence in consultation with PI/Project Director and coordinator.
- Assist with collecting data for data analysis by program evaluator, PI/Project Director and coordinator.
- Draft, write, and proofread materials for accuracy, completeness, compliance with policies, formatting, and correct usage in English, including grammar, punctuation, and spelling.
- Assist with planning events for NAARE grant in collaboration with campus personnel and in compliance with campus policies.
- Establish and maintain grant files in confidential area for compliance and reporting purposes.
- Maintain shared Dropbox, download documents to be shared with all grant personnel.

- Attend and assist with coordinating project meetings.
- 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:**

- Experience in public health, psychology, preferably aging and/or brain health.
- Experience related to coordinating programs and/or activities that align with essential functions of the position.
- Experience in training and/or education.
- Experience with multimedia: including updating websites and developing materials in Word and/or Adobe Acrobat.
- Demonstrated effective communication skills.
- Demonstrated organizational skills to manage multiple tasks and projects within deadlines and within a fast-paced environment.
- Attention to detail in assigned duties.
- Ability to promote and prioritize Diversity, Equity, and Inclusion (DEI).

## **EDUCATION:**

- Must be a CSUF Graduate Student in good academic standing.

## **PHYSICAL DEMANDS:**

Lifting of up to 25lbs.; periodic bending; long-term periods of sitting; long term periods operating a computer.

## **TO APPLY:**

Email your resume and availability directly to NAARE at [naare@fullerton.edu](mailto:naare@fullerton.edu) by 08/14/24.