

## STUDENT EMPLOYMENT OPPORTUNITIES

IT INTERN .....	2
ACCOUNTS PAYABLE STUDENT ASSISTANT.....	4

## IT INTERN

<b>TITLE:</b>	<b>IT INTERN</b>
<b>DEPARTMENT:</b>	<b>ASC INFORMATION TECHNOLOGY</b>
<b>REPORTS TO:</b>	<b>SYSTEM ADMINISTRATOR</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$16.50/ PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **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 System 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 System Administrator.
- Assist the System 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:**

- Minimum High School Diploma or equivalent.

**ADDITIONAL REQUIREMENTS:**

- Must be a matriculated CSUF student.
- Must be available at least from 8:00AM – 3:00PM 2 days a week Monday – Friday

**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 a cover letter detailing your hardware experience and availability directly to Jocelyn Walton at [jowalton@fullerton.edu](mailto:jowalton@fullerton.edu) by 01/10/25.

## **ACCOUNTS PAYABLE STUDENT ASSISTANT**

<b>TITLE:</b>	<b>ACCOUNTS PAYABLE STUDENT ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>ASC BUSINESS &amp; FINANCIAL SERVICES</b>
<b>REPORTS TO:</b>	<b>ACCOUNTS PAYABLE SUPERVISOR</b>
<b>EE CLASSIFICATION:</b>	<b>STUDENT (UP TO 20 HOURS PER WEEK)</b>
<b>SALARY:</b>	<b>\$16.50/ PER HOUR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

### **POSITION SUMMARY:**

Under the supervision of the Accounts Payable Supervisor the Accounts Payable Student Assistant will perform clerical and administrative support for the accounting and accounts payable team within the Business & Financial Services department. The position will provide great experience and will include the opportunity to learn real-world accounting processes and procedures.

**ESSENTIAL FUNCTIONS:** Working directly with the Accountant and Accounts Payable Supervisor duties will include but are not limited to the following:

- Be part of a workflow tracing/maintaining payment requests and/or invoices with the use of various workflow procedures.
- Assist with data entry.
- Assist with Cashier's office.
- Assist with vendor vetting process by tracking various stages of the process.
- Assist with the scanning of documents.
- Assist with group email functions.
- Assist with journal entries.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Working knowledge of computer software such as Excel/Word/PowerPoint/Outlook.
- Ability to pay close attention to detail, work in an organized manner, ability to meet deadlines, follow instructions and work with little supervision.
- Basic knowledge of accounting functions.
- Willingness to learn and work cooperatively with others

### **EDUCATION:**

- Minimum High School Diploma or equivalent.

### **ADDITIONAL REQUIREMENTS:**

- Must be a matriculated CSUF student.
- Must be available from Monday – Friday from 9AM – 1PM

### **TO APPLY:**

Email your resume and a cover letter detailing your availability directly to Jocelyn Walton at [jowalton@fullerton.edu](mailto:jowalton@fullerton.edu) by 01/10/25.