

JOB DESCRIPTION

TITLE:	GRADUATE STUDENT ASSISTANT INTERN, I AM FIRST PROGRAM
DEPARTMENT:	CSU FULLERTON CAREER CENTER
REPORTS TO:	INTERIM DIRECTOR/SR. ASSOCIATE DIRECTOR OF EMPLOYER RELATIONS
EE CLASSIFICATION:	PART-TIME
FLSA STATUS:	NON-EXEMPT
SALARY RANGE:	\$20.00/hour

POSITION SUMMARY:

The Career Center assists students in assessing and defining their work-related skills, interests, experience and values to maximize career opportunities consistent with their personal and career aspirations. The Career Center partners with students, faculty, alumni, employers, academic programs, and graduate schools to build bridges between the distinctive academic programs of the University and diverse professional and graduate education opportunities in the larger community.

The I Am First program is geared towards first-generation college students. The program consists of a cohort of no more than 40 students in their first and/or second year in college during the fall semester. In the spring semester a new cohort of students begin that identify as transfer, 3rd, and 4th year students. The program aims to provide a community of first-generation college students with a sense of belonging along with opportunities to build their career readiness skills and establish networking connections through first-generation alumnus.

The Graduate Student Assistant Intern for the Career Center's I Am First Program aids in administrative functions of the program including but not limited to uploading course syllabi, program assignments, and announcements to the Canvas platform. In addition to keeping track of class attendance and assignment completion via Canvas/Excel. The Graduate Student Assistant will work alongside the Sr. Associate Director of Employer Relations in identifying innovative ways to engage the students in the program and assist in building community amongst the first-generation college students in the program. The Graduate Student Assistant will train with the Interim Director/Sr. Associate Director to implement one-on-one coaching sessions with students in the program to act as a consistent check-in with the students to provide support and encouragement with both the program and everyday college stressors. The Graduate Student Assistant will also work with the Sr. Associate Director in the implementation of a new mentor component of the program. Lastly, the Graduate Student Assistant will assist with analyzing assessment data via pre and post assessment tools. The Graduate Student Assistant reports to and is supervised by the Sr. Associate Director of Employer Relations.

Summer 2024 – Spring 2025 Academic Year: June 3, 2024 – May 16, 2025.

ESSENTIAL FUNCTIONS:**Learning Objectives & Training**

As a result of this internship opportunity, the Student Assistant will gain:

- Familiarity with career development practices tailored to first-generation college students.
- Hands on experience working one-on-one with a diverse student population through coaching sessions.
- Experience working with academic technology related platforms via Canvas and WISR (mentor platform).
- Experience in fostering a sense of community amongst first-generation college students.
- Engaging employers and students together via specialized and tailored networking events.
- Monthly supervision and check-in meetings will be provided.

Job Duties & Responsibilities

- Assist with the student application process for both Fall and Spring student recruitment periods.
- Maintain Canvas platform for the program through uploading of program syllabi, program assignments, announcements, etc.
- Maintain excel sheet of student information and attendance records.
- Meet with students one-on-one for individualized coaching and support.
- Assist with implementation of the new mentor platform via WISR (Titan Pro Net).
- Research and communicate with potential first-generation college graduate alumnus to participate in networking events.
- Assist with communication to students of important session information (i.e. session reminders, zoom information, assignment due dates, etc.).
- Become knowledgeable of the Career Development Model for 1st – 4th year students.
- Identify ways to create opportunities for students to stay connected via Canvas, Social Media, etc.
- Work with Interim Director | Sr. Associate Director to analyze pre and post assessment data.
- Interim Director | Sr. Associate Director with various administrative processes.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Interest in career development issues of first-generation college students.
- Understanding and sensitivity to diverse academic, socioeconomic, cultural, disability, and ethnic populations.
- Completed Counseling Theory, Student Development Theory, and/or Career Counseling Theories preferred, but not required.

- Must be available 20 hours per week, Monday-Friday, 8:00AM – 5:00PM (as late as 8:00PM on event days); evening and weekend hours available as needed.
- **Must commit to the entire academic year** (June 2024 and Spring 2025 semesters).

EDUCATION:

- Graduate student pursuing a MS/MA in Higher Education, Student Development in Higher Education, College Counseling and Student Development, Psychology, Education, or a related degree.

PHYSICAL DEMANDS:

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

APPLICATION PROCEDURE:

Your application will be considered incomplete without the submission of a:

- Resume
- Cover Letter

CSU Fullerton, Auxiliary Services Corporation (ASC) is committed with Diversity, Equity, and Inclusion (DEI) practice. This means hiring diverse talent and ensuring employees understand and respect differences around us. ASC is an Equal Opportunity and Affirmative Action Employer and a member of E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (657) 278-4117.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the ASC. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASC employees who apply for the position.

Note: CSUF/ASC follows the direction of the CSU Policy related to COVID-19 vaccination. See [FAQ Vaccines](#) for more information.