



## Fullerton College Transfer Center EMPLOYMENT OPPORTUNITY

321 E. Chapman Ave, Rm. 212, Fullerton, CA 92832  
Ph: (714) 992-7086 E-Mail: [transfer@fullcoll.edu](mailto:transfer@fullcoll.edu)  
Website: [transfer.fullcoll.edu](http://transfer.fullcoll.edu)

### WORK STUDY STUDENT ASSISTANT \$15.50 per hour

DATE POSTED:	January 10, 2023	Part-time Position
CLOSING DATE:	Rolling Deadline	
POSITION LOCATION:	Fullerton College, Transfer Center	
OFFICE HOURS:	Please visit us at <a href="#">[website]</a> to review our yearly office hours.	
EMPLOYMENT SHIFTS:	As per hours of operations and considering student class schedules. <i>*Hours are subject to change to meet department needs</i>	
STARTING DATE:	As soon as possible – NOCCCD Board approval provided.	

#### TYPICAL DUTIES

This position is responsible for performing a wide variety of light clerical duties that include assisting with front desk operations (phone, email, scheduling students for center services), seminars & workshops, information tabling, social media, and other clerical duties as assigned.

#### QUALIFICATIONS

To be eligible, **applicants must be a current Fullerton College student who have been awarded Work Study funds** through either the [CalWORKS Program](#) or the [FC Financial Aid Office](#). Students must be in good academic standing (2.0 GPA minimum) and maintain good standing throughout their employment. Applicants are screened for ***effective communication skills, a friendly disposition***, and proficiency in the use of computers, the internet, and Microsoft Office applications and Zoom.com, as evidence through an interview process. Although hourly staff are required to work in person, remote work may be required and so all applicants must have adequate internet service. Loaner laptops are issued to all employees to facilitate remote work.

#### DESIRABLE QUALIFICATIONS

- Preferably transferring in fall **2024 or beyond** and be highly motivated in your academic goals.
- Be proficient in the use of social media (Facebook, Instagram, etc.)
- Be familiar with Fullerton College programs and services
- Be comfortable speaking to students or groups of students, and
- Exhibit a sensitivity and awareness of diversity & cultural issues, including race, ethnicity, social class, gender, sexual orientation, religion, age, ability, immigration status, veteran status, etc.

#### WORKING RELATIONSHIPS

This position maintains frequent contact with students, college departments & personnel, as well as the public.

#### WORKING CONDITIONS

College office environment; subject to constant interruptions and frequent interaction with others; sitting for extended periods at a time (up to 2-4 hours); repetitive use of upper extremities including hand coordination activities. Some light lifting is required.

**TO APPLY:** All applicants must complete our [online application](#). Applicants will be screened for minimum qualifications and applying may not guarantee an interview. Reasonable accommodation for applicants with disabilities may be requested by calling (714) 992-7086.

#### IF HIRED

If hired, all staff are required to attend mandatory training and monthly staff meetings.

#### **THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate based on race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.