STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

TITLE: INTERNATIONAL TRADE STUDENT RESEARCH ASSISTANT

DEPARTMENT: ORANGE COUNTY / INLAND EMPIRE SMALL BUSINESS DEVELOPMENT CENTER – LEAD CENTER HOSTED AT CSU, FULLERTON MIHAYLO COLLEGE OF BUSINESS & ECONOMICS

REPORTS TO: MIKE DANIEL

HOURS: PART-TIME, 10-20 HOURS PER WEEK

SALARY RANGE: $11.00 - 15.00/HOUR

FLSA STATUS: NON-EXEMPT

*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.

POSITION SUMMARY:
The Orange County / Inland Empire Small Business Development Center is a federal program partially funded by the U.S. Small Business Administration & the California Governor’s Office of Business & Economic Development. The Lead SBDC is hosted and housed by the CSU, Fullerton Mihaylo College of Business & Economics. The purpose of this grant is to provide no-cost technical assistance to entrepreneurs and small business owners in the Orange County & Inland Empire region. The Lead SBDC is regionalizing services for International Trade and is looking for undergraduate or graduate student research assistants to assist consultants.

ESSENTIAL FUNCTIONS:
 Work with SBDC International Trade Consultants to provide research and other services.
 Develop market research information for clients.
 Research and assist in marketing plans for new markets, sales opportunities, and local and foreign regulations for exports and imports.
 Assist in inputting client data and counseling sessions into SBDC CRM system.
 Keep abreast of business trends, techniques, and processes.
 Work collaboratively with peers and the business community to expand expertise.

QUALIFICATIONS:
 Open to all undergraduate or graduate students within the Mihaylo College of Business & Economics.
 Must be well-organized & experienced in using Microsoft Office.
 Must have good written and verbal communication skills.
 Prefer knowledge with databases such as EuroMonitor.
 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.

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student enrolled in at least 6 units during the Fall 2015 semester

PHYSICAL DEMANDS:
Lifting of up to 25lbs; periodic bending; long-term periods of sitting; long term periods operating a computer.
APPLICATION PROCEDURE:
To be considered an applicant; please apply through our online applicant portal found on the following site:
http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

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 ascemployment@fullerton.edu.

CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. 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