POSITION ANNOUNCEMENT

TITLE: STUDENT ASSISTANT – SOCIAL MEDIA/GRAPHIC DESIGN
DEPARTMENT: STUDENT AFFAIRS – MCNAIR SCHOLARS
REPORTS TO: PROGRAM DIRECTOR
HOURS: PART-TIME, UP TO 20 HOURS PER WEEK
SALARY: $12.00 - $16.00 / PER-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:
Under the direction of the Program Director, the Graduate Assistant will provide program, administrative and clerical support to ensure that program goals and objectives are met. In particular, the Graduate Assistant will focus on the development of CSUF McNair Scholars social media platforms and design of promotional materials. McNair Scholars aims to cultivate the next generation of professionals with doctoral degrees who come from first-generation, low-income, and/or underrepresented backgrounds. The program mentors Cal State Fullerton undergraduate students to prepare and progress onto graduate programs until they complete a doctoral degree.

ESSENTIAL FUNCTIONS:
- Assess the social media and graphic design needs of the McNair Scholars Program.
- Revamp and update the current McNair Scholars website.
- Revamp and update the current McNair Scholars social media accounts and platforms, including Facebook and Twitter.
- Design brochures, flyers, signs, etc. for promotion of the McNair Scholars.
- Design program materials (i.e., McNair Scholars handbook).
- Create a plan of action for McNair staff to sustain social media presence and update website over time.

QUALIFICATIONS:
- Experience and training in using social media as a means for promotion and dissemination of information.
- Website design and development.
- Strong computer skills, including strong ability to use design software.
- Strong writing ability.
- Understanding of the graduate school environment and applying to graduate school.
- Two years’ experience working with low income, first generation, and underrepresented students required; in higher education preferred.
EDUCATION:
Must be a matriculated CSUF student enrolled in at least 6 units during the Fall 2015 semester.

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

APPLICATION PROCEDURE: To be considered an applicant; you must 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.