Job Opening
In Student Outreach & Recruitment Services

Position: Outreach Internship Program Student Assistant

The Outreach Internship Program (OIP) is designed to support matriculated Cal State Northridge students by providing a mechanism for them to engage in outreach services. The Outreach Internship Program (OIP) has complemented Student Outreach and Recruitment Services for over 20 years by providing peer advisor/mentor services. OIP Students are trained in the areas of pre-admissions consulting, guest relations and marketing and communications with the principal purpose of increasing access to the CSU and California State University Northridge for high school and community college students in our local area. OIP is designed to provide a meaningful experience in career and self-awareness while complementing their educational experience.

Days: Work two full days during the week and have Fridays available.

Hours: Minimum of 15 to 20 hours per week.

Start Date: January 20, 2017

Salary: $10.00 per hour

Job Description:

- Working in local high schools or community colleges.
- Provide and motivate student’s college awareness and financial aid
- Work with students one-on-one or in classroom presentations.
- Act as student liaison between the schools and California State University, Northridge
- Assist college counselors and outreach counselors with outreach and recruitment.
- Weekly school visits during school hours.
- Some occasional evening, weekend activities and university events.
- Attend bi-monthly staff meetings.
- Students will be responsible for monthly and end of the year data.

Qualifications:

- Excellent communication and interpersonal skills and ability to work in a diverse environment.
- Reliable, responsible and self-motivated
- Had experience with working with high school or community college students.
- Must have reliable transportation, have driver’s license and auto insurance
- All majors encouraged to apply. Must be at least a sophomore and have above 2.5 gpa.
- Must be able to attend mandatory meetings, trainings and events.

To Apply: Please contact Cynthia Martinez, OIP Coordinator at (818) 677-2967 cmartinez@csun.edu to obtain more information. Please fill out an application at Student Outreach and Recruitment Services, located in Bayramian Hall, Room 190.