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:
• Available to work Monday-Friday
• Work two full days during the week
• Available on Friday’s afternoon and some weekends

Hours:
• Must commit to working a full academic year
• Position starts in September and continues through May
• Must be available during the hours of 8:00 a.m.-4:00 p.m., Monday-Friday, 15-20 hours per week

Start Date: September 1, 2018.

Salary: Starts at $13.00 per hour and varies with experience

Job Duties:
• Working in local high schools or community colleges working with them one-on-one, in small groups and classroom presentations
• Provide pre-college advisement for students, grades 9-12 and working with community college students with transfer and major requirements
• Provide and motivate student’s college awareness and financial aid
• Act as student liaison between the schools and California State University, Northridge
• Assist college counselors and outreach counselors with outreach and recruitment

July 12, 2018
• Weekly school visits during school hours and weekend fairs
• 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 with the ability to work in a diverse environment
• Have experience working with high school or community college students
• Must have reliable transportation, a valid driver's license and auto insurance
• Must be able to manage multiple projects at one time
• Must be friendly, approachable, trustworthy, team and goal oriented
• Must be able to adapt, manage time and problem solve
• Leadership skills: must be professional, self-motivated, an independent thinker and flexible
• 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. Application review will begin August 13, 2018. Please fill out an application and return to Student Outreach and Recruitment Services, located in Bayramian Hall 190.