

POSITION DESCRIPTION
9/14/09

JOB #596

POSITION TITLE: Graduate Student Assistant
DEPARTMENT Center for Insurance Studies (Finance)
HOURS: 10 – 20 hours week
STARTING RATE: \$10.00

POSITION SUMMARY:

Under the direction of the Director and Director's assistant, grad student will learn many of the writing and administrative support duties needed at the center. Student will also be available to help with whatever may be needed to fulfill the needs at the center including clerical support. Writing skills will be the most important part of this job.

RESPONSIBILITIES:

- Prepare correspondence, including letters and email
- Balance accounts and petty cash; work with accountant at fiscal year end.
- Prepare check requests, purchase orders, etc.; prepare travel expenditure documents
- Prepare for Advisory Board meetings 4-6 times a year, including preparation of materials for members
- Take minutes for Advisory Board meetings
- Prepare for Board of Directors annual meeting, including compilation of a spiral notebook with graphs, written reports, ledgers and year-end financial reports, luncheon and parking arrangements, and any other needs. May need to take minutes.
- Edit all papers, letters, flyers, etc., written by others.
- Assist with Scholarships including designing and updating brochure, coordinating with dean's office, corresponding with donors, thank-you letters, tracking all contributions and award winners.
- Assist CIS contest coordinators, including purchase of awards, check requests and writing of letters to winners
- Assist Visiting Scholars, Faculty Research, Faculty Grant and Actuary Programs.
- Assist Director on specific writing projects such as grants, proposals, letters, etc
- Design, write articles, and compile contributions to annual 8-page newsletter, *The Bridge*
- Work with Insurance Instructors; supervise student assistants.
- Coordinate events for CIS, such as Front and Center, Scholarship Award Ceremony, member company symposiums, forums, etc, including working with donors, faculty, student organizations, TSU, Daily Titan, thank-you letters, luncheon arrangements, etc.

Qualifications:

- Seeking English or Communications graduate student.
- Must have excellent written and oral communication skills, including a sound foundation in English grammar, spelling and punctuation. Writing is the most essential component of this job.
- Proficient in Word, Excel, Power Point
- Ability to independently draft and compose correspondence and standard reports/spreadsheets
- Ability to handle multiple work priorities and projects.

EDUCATION: BA in Commutation, English or Business Writing.

TO APPLY: **Submit application and resume to:**
CSU Fullerton Auxiliary Services Corporation (ASC)
Human Resources Department
2600 E. Nutwood Ave., Suite 275
Fullerton, CA 92831

Fax to: 657- 278-1187

Email to: grusso@fullerton.edu

Applications can be picked up at the ASC Office or downloaded at www.csufasc.org.

APPLICATION DEADLINE: February 5, 2010

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