

The Speaking Center at JHBC
Communication Consultant
Responsibilities, Eligibility Requirements, Application, and Selection Processes

Communication Consultant Job Description:

The Speaking Center at JHBC seeks to develop students' oral communication skills. We are seeking graduate assistants (GAs) to serve as communication consultants for the upcoming semester. Benefits of working with the Speaking Center include opportunities to hone your public speaking expertise, gain valuable experience as a communication consultant, and help others reach their public speaking goals.

The position requires a minimum of 8 and a maximum of 20 hours per week commitment (paid \$18+/hr for graduate students). The position offers flexible hours (Monday-Saturday 8am-7:30pm), a hybrid work schedule that consists of face-to-face and Zoom consultations, and potential winter intersession and summer employment. Consultants will provide quality coaching to develop and polish students' oral communication skills. For more information about the Speaking Center, please visit our website at <https://www.csusb.edu/speaking-center-jhbc>.

Term Limits:

The communication consultant shall hold the position on a semesterly basis. Based on performance and need, the position is renewable each semester. Summer and winter sessions are available, budget permitting.

Responsibilities:

1. Complete University-required onboarding processes through CSUSB Human Resources.
2. Attend and participate in the Speaking Center Orientation and bi-weekly team meetings.
3. Provide one-to-one and group consultations on various public speaking and presentation projects, assisting students with idea generation, organization, delivery, and engagement.
4. Develop and deliver communication workshops or guest lectures for students.
5. Visit classrooms (virtually or in person) and introduce the Center to raise students' awareness of this resource.
6. Assist with the development and implementation of the Center's marketing and outreach events and create promotional materials.
7. Maintain a database to track appointments and consultation evaluations.
8. Additional Duties (depending on need, skills, and consultant preferences):
 - a. Develop and refine public speaking tools for instructional use.
 - b. Promote the Center via social media and strategic communications.
 - c. Work on special projects including workshop development, website design, instructional materials, and more.
 - d. Contribute to other tasks as needed (within paid hour allocation).

Eligibility:**Position Required Qualifications:**

- o Accepted into CSUSB's Master of Arts in Communication Studies graduate program on either a classified or conditionally classified basis, or a graduate student at CSUSB with a Communication Studies Bachelor's degree
- o Successfully completed Public Speaking (or Oral Communication) course with a grade of B or better
- o Excellent oral and written communication skills
- o Be in good standing with the university.

Desired Qualifications:

- o Demonstrated experience with public speaking in the workplace
- o Experience with marketing or social media production

CSUSB Required Qualifications for Student Employment:

- o Maintain a 2.0 G.P.A. or greater per semester and cumulative.
- o Students must be enrolled in at least halftime units at CSUSB (6 units undergrad; 3 units grad)
- o International students must have full-time enrollment at CSUSB (12 units UG; 6 units grad)
- o Eligible to work in the United States
- o Payroll Requirement: Social Security Card
- o As of January 1, 2022, the CSU Out-of-State Employment Policy prohibits the hiring of employees to perform CSU-related work outside the state of California.
- o I-9 CSUSB hires only individuals lawfully authorized to work in the United States. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Application Process:

At the end of each fall and spring semester, a job call will be made. Applications must be submitted to speaking.jhbc@csusb.edu by end of day December 1 (for spring applicants) and May 1 (for fall applicants). The application must include a resume (or vitae) and answers to the questions below.

Email questions to speaking.jhbc@csusb.edu

Application Questions

1. Describe specific skills and experiences that would make you qualified to be a successful consultant of public speaking (200 words max)
2. Describe why you are interested in being a communication consultant (150 words max)
3. Employment eligibility
 - a. Do you or will you meet all of the employment eligibility criteria described above? If not, please explain.
 - b. When will you enroll in courses and/or what is your current year/enrollment status?

Communication Consultant Selection Process:

The following criteria will be considered when selecting communication consultants:

1. Based upon the number of applicants, the number of positions available, the budget, and the quality of the applications, a short list will be created by the Speaking Center Leadership Team.
2. The short list applicants will be invited for interviews in December (spring hires) and May (fall hires).
4. After the interviews are completed, the leadership team will make decisions based on the aforementioned criteria.
5. Official decisions will be communicated via email by the acting director and positions will be confirmed based on budget and Center needs.
6. Once a consultant is hired, they may express their interest in continuing the next semester without a formal interview. Decisions to re-hire will be based on past performance and budget.