

# HIRING

## Job Description:

The Speaking Center at JHBC is hiring consultants for the Spring 2024 semester. The position requires a time commitment of 8–20 hours per week and pays approximately \$18.50/hr for Graduate and \$17 for Undergraduate students. Working hours are flexible with face-to-face and virtual modalities available. Employment opportunities might also be available during winter and summer sessions.

As a Speaking Center Communication Consultant, you can hone your public speaking expertise, gain valuable resume experience, and help others reach their public speaking goals, while earning valuable income. Consultants will provide coaching and feedback to develop and polish students' oral communication skills. The details of the job duties are as follows:

## Primary Duties:

- Provide one-to-one and group consultations on various public speaking and presentation projects, assisting students with idea generation, organization, delivery, and engagement.
- Develop and deliver communication workshops or guest lectures for students.
- Visit classrooms (virtually or in person) and introduce the Center to raise awareness of this resource.
- Assist with the development and implementation of the Center's marketing and outreach events and create promotional materials.
- Maintain an online database to track appointments and consultation evaluations.
- Attend bi-weekly meetings for continuous training of oral communication skills and decision-making.

## Additional Duties (depending on needs, skills, and interest):

- Develop and refine public speaking best practice tools.
- Promote the Center via social media and strategic communications.
- Work on special projects that can include workshop development, website design, instructional materials, and more.
- Contribute to other tasks as needed (within paid hour allocation).

## Minimum Qualifications:

- Enrolled at CSUSB as MA in Communications Studies, MBA, or other graduate program with a Communication Studies Bachelor's degree. Or: enrolled as an Undergraduate Student in Communication Studies or have exceptional communication skills
- Successfully completed Public Speaking and/or ADMN 6020 course(s)
- Excellent oral and written communication skills

## Desired Qualifications:

- Demonstrated experience with public speaking in the workplace
- Minimum one semester of experience as GTA (for MA students in Communication Studies)
- Experience with marketing or social media production

**To apply please submit a resume and a brief cover letter summarizing your qualifications and interest to [speaking.jhbc@csusb.edu](mailto:speaking.jhbc@csusb.edu) by end of day 11/29/2023.**

**If you have any questions, contact the Center at [speaking.jhbc@csusb.edu](mailto:speaking.jhbc@csusb.edu).**