**The Speaking Center at JHBC is hiring Communication Consultants for Spring 2024**

**Job Description:**

The Speaking Center at JHBC is hiring consultants for Fall 2024. The position requires a time commitment of 8–20 hours per week and pays approximately $18+/hr for graduate and $17+/hr for undergraduate students. Working hours are flexible with face-to-face and virtual modalities available. Opportunities might also be available for employment during winter and summer sessions.

As a 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 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.
* 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 commensurate graduate program with a strong background in Communication. Or: enrolled as an Undergraduate Student in Communication Studies or has a strong presence of Communication skills.
* Successfully completed Public Speaking (COMM1006) or Applied Communication (MGMT 3500) and/or ADMN 6020 course(s)
* Excellent oral and written communication skills
* Desire to coach and mentor communication skills in others

**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

For more information about the Speaking Center, please visit our website at https://www.csusb.edu/speaking-center-jhbc. If you have any questions, please contact the Center at speaking.jhbc@csusb.edu.

**To apply please submit a resume and a brief cover letter summarizing your qualifications and interest to speaking.jhbc@csusb.edu by end of day 5/13/2024.**