

CSU STUDENT EMPLOYMENT JOB POSTING FORM

JOB TITLE:

AI Research & Content Assistant

DEPARTMENT:

Office of Instructional Excellence

JOB DURATION:

Fall 2026 20 hours a week

FWS AWARD REQUIRED

Yes

JOB DESCRIPTION:

Job Summary: The AI Research & Content Assistant supports the Office of Instructional Excellence in its mission to help the Cleveland State University community navigate the rapidly evolving landscape of artificial intelligence in higher education. Students in this role serve as frontline researchers and communicators: monitoring emerging AI tools, pedagogical approaches, and institutional use cases, then translating that knowledge into clear, accessible, web-ready content for faculty, staff, and students across CSU.

This is a hybrid role in the truest sense: part researcher, part journalist, part content creator. The ideal candidate is curious by nature, a confident writer, and comfortable working independently on deadline-driven tasks. No prior AI expertise is required, but a genuine interest in how technology is changing teaching, learning, and work is essential. Students will contribute directly to publicly published resources that serve the entire CSU community, making this a high-visibility, high-impact position.

Student worker time will be focused on the following: 1) Monitoring and summarizing new AI tools and platforms relevant to higher education; 2) Responding to research inquiries submitted by CSU faculty, staff, and students; 3) Drafting, editing, and publishing web content in coordination with the Office of Instructional Excellence team; 4) Conducting structured interviews or gathering input from campus stakeholders to inform content; and 5) Maintaining an organized content pipeline to ensure timely, accurate publication.

Hybrid work: The work is largely in person with periodic remote meetings.

HOW MANY STUDENTS DO YOU EXPECT TO HIRE?

6

SALARY:

\$15 per hour

REQUIRED DOCUMENTS:

Resume and a brief writing sample (300–500 words on any topic of the applicant's choosing)

SUPERVISOR:

Christopher Rennison

EMAIL TO SEND APPLICATION DOCUMENTS:

c.rennison@csuohio.edu

APPLICATION EXPIRATION:

N/A