

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 (TA, GA, ISA)
POSITION AVAILABLE:
Summer QUARTER, 2017

CLASSIFICATION/JOB TITLE

Instructional Student Assistant (2 positions available)/ Supplemental Instruction Leaders

DEPARTMENT

Office of Undergraduate Studies, Supplemental Instruction

Supplemental Instruction (SI) is a research-based, locally-proven method for helping students succeed in challenging courses by providing additional subject matter instruction, support, and guidance to help strengthen critical college skills such as test taking, time management, and effective study habits. SI sessions are scheduled meetings (usually just after the corresponding content course lecture) led by students who have previously been successful in the content course or an equivalent course in the subject area.

GENERAL DESCRIPTION OF DUTIES

Graduate Assistants and Instructional Student Assistants: Under immediate supervision, the Instructional Student Assistant will assist one or more regular faculty members or the teaching staff with various professional, technical and research based duties associated generally with the subjects or programs in the department of Office of Undergraduate Studies. Specific duties include attending content course lectures for corresponding sections of BIOL 223/224, prepare for and hold four 50 minute SI sessions a week (or the equivalent depending on course schedule), help students clarify, process, and synthesize material presented in the lecture and related readings, facilitate the development of both general and content specific study skills and learning strategies, present test taking strategies, provide study materials and conduct review sessions for exams, work closely with the Supplemental Instruction Coordinator and/or Mentor.

Classification Standards for Unit 11 Employees:

<http://academicpersonnel.csusb.edu/academicStudentEmployees/index.html>

MINIMUM QUALIFICATIONS

- Currently enrolled as an undergraduate/graduate student at CSUSB (students enrolled in credential programs are not eligible)
- Must maintain academic eligibility throughout employment period (3.0 GPA or higher)
- Must be able to work cooperatively with faculty, staff and other students
- Relevant coursework in Biology (Human Anatomy and Physiology) and/or Biology related courses.
- Able to work a minimum of 8 hours per week (hours depend on the number of sessions led)
- Able to make a 6-week commitment.

Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

TIMEBASE OR HOURS OF APPOINTMENT

8 - 20 hours per week

HIRING CRITERIA

The successful applicant must be currently enrolled in CSUSB and remain academically eligible. In addition, the successful applicant must demonstrate the ability to be cooperative and responsible.

APPLICATION PROCEDURES AND DEADLINE

Please submit an application to Office of Undergraduate Studies in UH 352.
. Applications are available at department office UH 352.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT
James Graham, james.graham@csusb.edu, 909-537-7355**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.