

**CALIFORNIA STATE UNIVERSITY SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE POSITION AVAILABLE
ACADEMIC YEAR 2017**

CLASSIFICATION/JOB TITLE

Graduate Assistant (2 positions available)

DEPARTMENT

Social Science and Globalization

GENERAL DESCRIPTION OF DUTIES

Under the supervision of a faculty member, the incumbent will assist a professor with research and/or grading mid-terms, final exams, and other assignments.

MINIMUM QUALIFICATIONS

- Currently enrolled in good standing as a student at CSUSB in the M.A. Social Science program
- Must be able to work cooperatively with faculty, staff and other students and to accept responsibility.
- Must maintain academic eligibility throughout employment period (3.0 GPA or higher).

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

TIMEBASE OR HOURS OF APPOINTMENT

10 hours per week

HIRING CRITERIA

The successful applicant will be academically eligible and goal oriented.

APPLICATION PROCEDURES AND DEADLINE

Please submit a resume and a letter of application to the department office (SB-327) no later than Monday, September 18, 2017. Interviews will be September 25.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified by September 29, 2017. Position will begin on October 2, 2017.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT PAMELA CROSSON, MA SSCI
ADMINISTRATIVE SUPPORT COORDINATOR, 909/537-5524 or pcrosson@csusb.edu.**

It is the policy of CSUSB to provide equal employment opportunities to all applicants and employees regardless of race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability, disabled veteran's or Vietnam era veteran's status.