

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC GRADUATE ASSISTANT POSITION AVAILABLE
SPRING QUARTER, 2017**

CLASSIFICATION/JOB TITLE

Graduate Assistant (1 - 4 positions available)

DEPARTMENT

Criminal Justice, MA programs in the Department of Criminal Justice

GENERAL DESCRIPTION OF DUTIES

Under immediate supervision, the Graduate Assistant will assist the graduate program coordinator and other faculty with various professional, technical, and research based duties associated with the Department of Criminal Justice and MA program

MINIMUM QUALIFICATIONS

- Currently enrolled as a Criminal Justice 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

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

TIMEBASE OR HOURS OF APPOINTMENT

5 - 20 hours per week

HIRING CRITERIA

The successful applicant will be a currently enrolled CSUSB student who is academically eligible and will demonstrate an ability to be cooperative and responsible.

APPLICATION PROCEDURES AND DEADLINE

Applications will be continuous

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT
Donna Derbish, dderbish@csusb.edu, 909.537-5506**

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.