

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
INSTRUCTIONAL STUDENT ASSISTANT POSITION AVAILABLE
ACADEMIC YEAR 16/17**

CLASSIFICATION/JOB TITLE

Instructional Student Assistant (1 - 4 positions available)

DEPARTMENT

GEOGRAPHY AND ENVIRONMENTAL STUDIES

GENERAL DESCRIPTION OF DUTIES

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 Geography and Environmental Studies.

MINIMUM QUALIFICATIONS

- Currently enrolled as a 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

Please submit an application to the department office (SB-327) no later than census date each quarter, by 4:00 p.m. Applications available at department office.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT
Patricia Massei, pmassei@csusb.edu 909-537-5519.**

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.