

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**ACADEMIC INSTRUCTIONAL STUDENT ASSISTANT POSITION AVAILABLE**  
*Academic Year 2016-2017*

**CLASSIFICATION/JOB TITLE**

---

Instructional Student Assistant (1 - 5 positions available)

**DEPARTMENT**

---

Political Science

**GENERAL DESCRIPTION OF DUTIES**

---

Under immediate supervision, the Instructional Student Assistant will assist a professor with research, proctoring exams, grading mid-terms, final exams, tutoring, and/or other assignments.

**MINIMUM QUALIFICATIONS**

---

- Currently enrolled in good standing as a student at CSUSB
- Experience with Political Science courses, especially American Government
- Must be able to work cooperatively with faculty, staff and other students
- Must maintain academic eligibility throughout employment period

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

**TIMEBASE OR HOURS OF APPOINTMENT**

---

2 - 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.

**BACKGROUND CHECK**

---

Technical letter 2015-08 mandates that employees be subjected to a background check. As a result, employment is contingent upon the completion of a satisfactory background check.

**APPLICATION PROCEDURES AND DEADLINE**

---

Please submit a resume to the department office in SB-112. Position will remain open until filled.

**PROCEDURES FOR NOTIFICATION**

---

Applicants awarded a position will be notified as soon as possible.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT**  
Marilyn Gareis, [ggareis@csusb.edu](mailto:ggareis@csusb.edu) 909-537-5535

*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.*