

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**ACADEMIC STUDENT EMPLOYEE UNIT 11 (ISA)**  
**POSITION AVAILABLE: Spring Quarter, 2017**

**CLASSIFICATION/JOB TITLE**

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**Instructional Student Assistant (2 positions available) - Graduate Student Coordinator**

**DEPARTMENT**

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**College of Social and Behavioral (SBS) Student Statistics Tutoring and Support Center (SSTSC)**

**GENERAL DESCRIPTION OF DUTIES**

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The graduate student coordinator (Instructional Student Assistants) works one-on-one in person with students completing statistics and research method class assignments or research projects in the College of Social and Behavioral Sciences. The graduate student coordinator work with student to foster knowledge and skills related to computing statistics, data management, statistical result writing and interpretation, and critical thinking related to statistics and statistical issues for research and class assignment purposes in the Statistics Support Center (located in SB-455). The graduate student coordinator will supervise the other tutors and work with the director and ASA on various projects related to the center's operation, student outcome assessment, and other duties as assigned.

Classification Standards for Unit 11 Employees: <http://academicpersonnel.csusb.edu/academicStudentEmployees/index.html>

**MINIMUM QUALIFICATIONS**

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- Currently enrolled as a student at CSUSB (students enrolled in credential programs are not eligible)
- Graduate enrollment in good standing
- Strong writing and interpersonal skills
- Knowledge of descriptive and inferential statistics
- Knowledge of data analysis programs (e.g., SPSS, STATA, R, LISREL, and programs like Excel)
- Evidence of success in research methods courses offered in the college (or equivalent prior completion of course work in statistics and research methods at another bachelor granting institution)
- A major in the College of Social and Behavioral Sciences
- A GPA of 3.00 or higher
- Responsibility and maturity

**TIMEBASE OR HOURS OF APPOINTMENT**

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**10 - 20 hours per week**

**HIRING CRITERIA**

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**Complete an application, provide a CV or resume, complete the content knowledge and judgement assessment. Applicants must also complete a background check.**

**APPLICATION PROCEDURES AND DEADLINE**

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**Applications are available via request directed to [ismael.diaz@csusb.edu](mailto:ismael.diaz@csusb.edu)**

**PROCEDURES FOR NOTIFICATION**

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**Applicants selected for an interview will be notified.**

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT:**

Dr. Ismael Diaz at [ismael.diaz@csusb.edu](mailto:ismael.diaz@csusb.edu), or 909-537-5598

*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.*