

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 (TA, GA, ISA)
POSITION AVAILABLE:
SPRING QUARTER, 2017**

CLASSIFICATION/JOB TITLE

Graduate Assistant (0 positions available)
Instructional Student Assistant (3-5 positions available)
Teaching Associate (0 positions available)

DEPARTMENT

Academic Affairs, Office of Undergraduate Studies, Supplemental Instruction Program.

GENERAL DESCRIPTION OF DUTIES

Instructional Student Assistants: 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 Office of Undergraduate Studies Supplemental Instruction Program.

Classification Standards for Unit 11 Employees:

<http://academicpersonnel.csusb.edu/academicStudentEmployees/index.html>

MINIMUM QUALIFICATIONS

- Currently enrolled as an undergraduate or 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
- Must be approved by the respective academic department with which the Supplemental Instruction sessions will be aligned

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

TIMEBASE OR HOURS OF APPOINTMENT

8 - 20 hours per week

HIRING CRITERIA

The successful applicant must be currently enrolled in CSUSB and remain academically eligible. In addition, the successful applicant must demonstrate the ability to be cooperative and responsible.

APPLICATION PROCEDURES AND DEADLINE

Please submit an application along with a current resume or CV to the Office of Undergraduate Studies (UH 352) no later than Date 3/13/17 by 4:00 p.m. Applications available at the Office of Undergraduate Studies (UH 352).

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT
James Graham, james.graham@csusb.edu, 909-537-7355**

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.