

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

**CLASSIFICATION/JOB TITLE**

---

Graduate Teaching Associate

**DEPARTMENT**

---

Department of Communication Studies

**GENERAL DESCRIPTION OF DUTIES**

---

**Teaching Associates:** Responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades.

Classification Standards for Unit 11 Employees:

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

**MINIMUM QUALIFICATIONS**

---

- Currently enrolled or admitted as a Communication Studies 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 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 (which includes a resume and letter of interest to Donna Gotch, Graduate Teaching Associate Coordinator at [dgotch@csusb.edu](mailto:dgotch@csusb.edu) no later than Date May 15, 2017 by 4:00 p.m.

**PROCEDURES FOR NOTIFICATION**

---

Applicants awarded a position will be notified.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT**

**Donna Gotch, Graduate Teaching Associate Coordinator, [dgotch@csusb.edu](mailto:dgotch@csusb.edu)**

*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.*