

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 (ISA)
POSITION AVAILABLE: Instructional Student Assistant
ACADEMIC YEAR, 2018 - 2019

CLASSIFICATION/JOB TITLE

Instructional Student Assistant (1-3 positions available)

DEPARTMENT

College of Social and Behavioral Sciences- Social Sciences

GENERAL DESCRIPTION OF DUTIES

Under immediate supervision by a faculty member, 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 **College of Social and Behavioral Sciences- Social Sciences**.

Classification Standards for Unit 11 Employees:

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

MINIMUM QUALIFICATIONS

- Currently enrolled as an **undergraduate/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
- Received a grade of an A in SSCI 316 Race and Racism, SSCI 300 Non-Western World or SSCI 306 Expository Writing course(s) or equivalent.
- Experience in Microsoft Office applications

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 at 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 a résumé and indicate the course(s) previously taken along with grade earned and student ID # to **Adelaida Lopez-Reyes** in the **College of Social and Behavioral Sciences- Dean's Office SB-207**.
- ISA position is a quarterly appointment based on the demand of the class by students and student enrollment.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT

Adelaida Lopez-Reyes reyesa@csusb.edu 909-537-3505

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.