

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 (ISA)
POSITION AVAILABLE:
ACADEMIC YEAR, 2017-2018

CLASSIFICATION/JOB TITLE

Instructional Student Assistant

DEPARTMENT

School of Computer Science and Engineering

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 School of Computer Science and Engineering.

Classification Standards for Unit 11 Employees:

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

MINIMUM QUALIFICATIONS

- Currently enrolled as an undergraduate/graduate student at CSUSB
- 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 a résumé and indicate the course(s) previously taken along with grade earned and student ID # to Alice Martinez in the School of Computer Science and Engineering office in JB-307
ISA positions 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
Alice Martinez, amartine@csusb.edu, 909-537-3707

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.