

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 (ISA)
POSITION AVAILABLE:
Spring Quarter, 2018

CLASSIFICATION/JOB TITLE

Instructional Student Assistant (multiple positions available)

DEPARTMENT

College of Social and Behavioral Sciences Writing Lab

GENERAL DESCRIPTION OF DUTIES

Tutors (Instructional Student Assistants) work one-on-one in person with students completing writing assignments in the College of Social and Behavioral Sciences. Tutors teach students about grammar, organization, citation, and data incorporation in the Writing Lab, which is located in SB-354, during their assigned hours.

Tutors may also periodically perform other office duties, such as answering the phone, making appointments, and managing paperwork.

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

MINIMUM QUALIFICATIONS

- Currently enrolled as a student at CSUSB (students enrolled in credential programs are not eligible)
- Strong writing and interpersonal skills
- Knowledge of APA or Chicago citation style
- Successful completion of SSCI 306: Expository Writing or equivalent
- A major in the College of Social and Behavioral Sciences
- A GPA of 3.00 or higher
- Responsibility and maturity

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

TIMEBASE OR HOURS OF APPOINTMENT

10 - 20 hours per week

HIRING CRITERIA

Complete an application, provide a CV or resume, and provide at least one writing sample (preferably a research paper) that demonstrates your ability to write in the Social Sciences. Preference will be given to applicants returning for the 2018-2019 academic year. Applicants may also have to complete a background check.

APPLICATION PROCEDURES AND DEADLINE

Applications are available in SB-327. Hiring is ongoing.

PROCEDURES FOR NOTIFICATION

Applicants selected for an interview will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT: Dr. Joy Barta, jbarta@csusb.edu, 909-537-3795

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.