

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 (TA, GA, ISA)
POSITION AVAILABLE:
Summer, 2018

CLASSIFICATION/JOB TITLE

Instructional Student Assistant Coyote First Steps Early Start Math (1 - 75 positions available)

DEPARTMENT

Early Start Mathematics (College of Extended Learning)

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 in teaching, grading and/or tutoring in the Early Start Mathematics Program. The I.S.A. will also attend scheduled professional development sessions.

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

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

TIMEBASE OR HOURS OF APPOINTMENT

8 - 40 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. Previous experience as a supplemental instruction leader or tutor is desirable.

APPLICATION PROCEDURES AND DEADLINE

Please submit an application to the Department of Mathematics office (Room JB 370) no later than March 22, 2018 by 4:00 p.m. Applications available at the Department of Mathematics office (Room JB 370).

PROCEDURES FOR NOTIFICATION

Candidates passing initial screen will be invited for an interview. Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT

Allison Torres, atorres@csusb.edu (909-537-5361) or Susan Addington, saddingt@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.