

**CALIFORNIA STATE UNIVERSITY SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE POSITION AVAILABLE
ACADEMIC YEAR 2019-2020**

CLASSIFICATION/JOB TITLE

Graduate Assistant (2.5 positions available)

DEPARTMENT

Social Science and Globalization

GENERAL DESCRIPTION OF DUTIES

Under the supervision of a faculty member, the incumbent will assist a professor with advanced research and/or grading mid-terms, final exams, and other assignments. GAs are expected to meet all the research tasks asked for by the faculty. The tasks can include but not limited to, writing literature reviews, searching for journal articles and providing annotated bibliographies, creating tables, etc. Students are expected to be self-motivated and able to work independently the majority of the time.

MINIMUM QUALIFICATIONS

- Currently enrolled in good standing as a student at CSUSB in the M.A. Social Science program
- Must be able to work cooperatively with faculty, staff and other students and to accept responsibility.
- Must maintain academic eligibility throughout employment period (3.0 GPA or higher).

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

TIMEBASE OR HOURS OF APPOINTMENT

5-10 hours per week

HIRING CRITERIA

The successful applicant will be academically eligible and goal oriented.

APPLICATION PROCEDURES AND DEADLINE

Please submit a resume and a letter of application to the department office (SB-357B) no later than Monday, December 2, 2019. Interviews will be Tuesday, December 10th.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified by December 13, 2019. Position will begin on January 1, 2020.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT PAMELA CROSSON, MA SSCI
ADMINISTRATIVE SUPPORT COORDINATOR, 909/537-5524 or pcrosson@csusb.edu.**

It is the policy of CSUSB to provide equal employment opportunities to all applicants and employees regardless of race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability, disabled veteran's or Vietnam era veteran's status.