

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**ACADEMIC GRADUATE ASSISTANT EMPLOYEE**  
*Academic Year 2019-2020*

**CLASSIFICATION/JOB TITLE**

---

Graduate Assistant (1 - 4 positions)

**DEPARTMENT**

---

Political Science, National Security Studies, M.A./M.S.

**GENERAL DESCRIPTION OF DUTIES**

---

Under immediate supervision, the Graduate Assistant will assist the Graduate Coordinator and/or more faculty members with various professional, technical and research based duties associated with the subjects or programs in the department of Political Science and National Security Studies graduate programs.

**Classification Standards for Unit 11 Employees:**

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

**MINIMUM QUALIFICATIONS**

---

- Currently enrolled in good standing as a 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 will be a currently enrolled CSUSB graduate student who is academically eligible and will demonstrate an ability to be cooperative and be responsible.

**APPLICATION PROCEDURES AND DEADLINE**

---

Please submit a resume to the department office in SB-112. Position will remain open until filled.

**PROCEDURES FOR NOTIFICATION**

---

Applicants awarded a position will be notified.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT**  
Marilyn Gareis, [ggareis@csusb.edu](mailto:ggareis@csusb.edu), 909-537-5534

*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.*