

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC GRADUATE ASSISTANT POSITION AVAILABLE
2022 - 2023

CLASSIFICATION/JOB TITLE

Graduate Assistant (1 position available)

DEPARTMENT

College of Education, Dean's Office and Office of Assessment & Accreditation

GENERAL DESCRIPTION OF DUTIES

Under immediate supervision, the Graduate Assistant will assist with:

1. Assist COE Dean with research and archiving projects
2. COE Workflow Project: to work with the project committee to evaluate COE records workflow processes, identification of best practices, recommendations, and implementation

MINIMUM QUALIFICATIONS

- Currently enrolled as a graduate student at CSUSB (students enrolled in credential programs are not eligible)
- Must maintain academic eligibility throughout employment period (3.0 GPA or higher)
- A working knowledge of Excel a plus
- 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

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 responsible.

APPLICATION PROCEDURES AND DEADLINE

Please submit a resume/CV with contact information for up to 3 references to the COE Dean's Office (CE-221) or to mmahoney@csusb.edu no later than Friday September 30, 2022 by 4:00 p.m.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT
Dr Marita Mahoney, mmahoney@csusb.edu, (909) 537-3621.

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.