

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**ACADEMIC STUDENT EMPLOYEE UNIT 11 (TA, GA, ISA)**  
**POSITION AVAILABLE:**  
**FALL SEMESTER, 2022**

**CLASSIFICATION/JOB TITLE**

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**Graduate Assistant** (1 position available)

**DEPARTMENT**

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**Department Name:** Communication Studies

**GENERAL DESCRIPTION OF DUTIES**

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The aim of this position is threefold: 1. To support the MULTIMEDIA JOURNALISM (COMM 3371) instructor and class in connecting with the community; 2. To assist o research being conducted in the class that involve our local communities; and 3. Allow the Research Assistant to work on their projects/dissertation (assuming their projects are linked to our local communities). By so doing, we hope the Research Assistant will bring “the classroom into the community and vice versa.” The intention is to bridge the gap between theory and issue-based ideas that affect our communities using digital storytelling/multimedia practices.

**TYPICAL RESPONSIBILITIES:**

1. Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
2. Provide ready access to all data for the faculty researcher and/or supervisor
3. Request or acquire equipment or supplies necessary for the project
4. Manage and respond to project related email
5. Supervise undergraduate students working on the research project (maintaining records on assignment completion, acting as liaison/mediator between the undergraduate students and the faculty researcher
6. Attend project meetings

**Classification Standards for Unit 11 Employees:**

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

**MINIMUM QUALIFICATIONS**

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- Currently enrolled 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
- Some experience in multimedia production
- Excellent oral and written communication skills
- Knowledge of social media platforms and willingness an ability to stay abreast of changes in these platforms and new trends
- Ability to work independently and meet deadlines
- Ability to multitask and prioritize
- Excellent people skills and the ability to work at the broader level of seeing what story would be good to tell about our work during this particular moment in time (and for what strategic reason)
- Commitment to the values and mission of CSUSB- Communication Studies

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

**TIMEBASE OR HOURS OF APPOINTMENT**

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10 hours per week

**HIRING CRITERIA**

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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.

**APPLICATION PROCEDURES AND DEADLINE**

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Please send cover letter and curriculum vita to Dr. Greg Gondwe ([Gregory.gondwe@csusb.edu](mailto:Gregory.gondwe@csusb.edu)) including the name of your program, your availability time, and the courses you are taking this semester

## PROCEDURES FOR NOTIFICATION

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Applicant awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT

Dr. Greg Gondwe, [Gregory.gondwe@csusb.edu](mailto:Gregory.gondwe@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.*