

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
ACADEMIC GRADUATE ASSISTANT  
POSITION AVAILABLE:**

**SPRING & SUMMER 2022**

**CLASSIFICATION/JOB TITLE**

---

Graduate Assistant (1 positions available)

**DEPARTMENT**

---

College of Education, Dean's Office.

**GENERAL DESCRIPTION OF DUTIES**

---

Under immediate supervision, The Graduate Assistant will assist the Dean with various technical and research-based duties associated research and publication.

**MINIMUM QUALIFICATIONS**

---

- Currently enrolled as a graduate or doctoral student at CSUSB
- Must maintain academic eligibility throughout employment period (3.0 GPA or higher)
- Working knowledge of a graphic design software a plus
- Must be able to work cooperatively with faculty & staff

*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 must be a currently enrolled CSUSB graduate or doctoral program and remain academically eligible. In addition, the successful applicant must demonstrate the 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 [jennifer.martin.@csusb.edu](mailto:jennifer.martin.@csusb.edu) no later than Friday, March 25, 2022, by 4:00 p.m.

**PROCEDURES FOR NOTIFICATION**

---

Applicants awarded a position will be notified.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT  
Jennifer Martin, [Jennifer.martin@csusb.edu](mailto:Jennifer.martin@csusb.edu), 909-537-4481**

*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.*