

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE POSITION AVAILABLE
FALL QUARTER, 2019**

CLASSIFICATION/JOB TITLE

Graduate Assistant (3 – 5 positions available)

DEPARTMENT

Teacher Education & Foundations

GENERAL DESCRIPTION OF DUTIES

Under immediate supervision, the Graduate Assistant will assist one or more regular faculty members or the teaching staff with various professional, technical and research-based duties associated generally with the subjects or programs in the Department of Teacher Education and Foundations.

MINIMUM QUALIFICATIONS

- 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

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 student who is academically eligible and will demonstrate an ability to be cooperative and responsible.

BACKGROUND CHECK

Technical letter 2015-08 mandates that employees be subjected to a background check. As a result, employment is contingent upon the completion of a satisfactory background check.

APPLICATION PROCEDURES AND DEADLINE

Please submit a Resume to the department office (CE-261) no later than October 3, 2019 by 4:00 p.m.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT
Veronica Horton, (veronica.horton@csusb.edu), (909) 537-7405.

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.