

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 (GA)
POSITION AVAILABLE:
SPRING SEMESTER 2023

CLASSIFICATION/JOB TITLE

Graduate Assistant (2 positions available)

DEPARTMENT

School of Social Work

GENERAL DESCRIPTION OF DUTIES

Graduate Assistants and Instructional Student Assistants: 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 School of Social Work

Professor Yawen Li is seeking two motivated graduate students to participate in exciting research projects she is running. One of the research projects is to understand how Adult Day Services (ADS) is responding to the growing long-term care needs for ethnic and minority older adults in the community by studying organizational structure and cultures of ADS. Another study she is conducting is to examine the research competency of MSW students through analyzing their thesis using archival data.

The job is a part-time position (10 hr/week, \$15/hr) and will involve close collaboration with other research personnel on the team. No office hour is needed but should be available during normal working hours by email or phone. Job responsibilities include but not limited to literature review, data collection, data cleaning and analysis, writing some part of the manuscripts etc.

The ideal candidate will have the following qualifications:

- Strong writing skills
- Strong communication skills
- Strong analytical skills
- Strong interest in pursuing research in health and human services
- Excellent academic record
- Prior experience as a research assistant

Classification Standards for Unit 11 Employees:

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

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

10 hours per week

HIRING CRITERIA

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

Please submit a resume to yawen.li@csusb.edu no later than Date 1/06/23 by 4:00 p.m.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT

yawen.li@csusb.edu 909-537-5584

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.