

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 (ISA)
POSITION AVAILABLE:
FALL QUARTER, 2019

CLASSIFICATION/JOB TITLE

INSTRUCTIONAL STUDENT ASSISTANT (1 position available)

DEPARTMENT

LIBERAL STUDIES

GENERAL DESCRIPTION OF DUTIES

Instructional Student Assistants: Under immediate supervision, the Instructional Student Assistant will assist The Liberal Studies Coordinator and HUM 197 Professor Kelly Straight Dortch with various professional, technical and research based duties associated generally with the HUM 197 course in the Liberal Studies Programs.

Classification Standards for Unit 11 Employees:

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

MINIMUM QUALIFICATIONS

- Currently enrolled as an undergraduate student at CSUSB
- Must be a Liberal Studies Major
- 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 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 contact Daiana Rodriguez, at daiana.rodriquez@csusb.edu. For application procedures and deadline date.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT
Liberal Studies, (909) 537-5857

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.