

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 (ISA)
POSITION AVAILABLE: Instructional Student Assistant
SPRING 2022 Semester

CLASSIFICATION/JOB TITLE

Instructional Student Assistant (1 position available)

DEPARTMENT

College of Social and Behavioral Sciences - Ethnic Studies

GENERAL DESCRIPTION OF DUTIES

Under immediate supervision of Dr. Yumi Pak and Dr. Luis Trujillo, the **Instructional Student Assistant** will assist a Dr. Luis Trujillo with various professional, technical and clerical duties associated generally with a large lecture course in the **College of Social and Behavioral Sciences- Ethnic Studies**.

This ISA position is a semester appointment based on funding, student enrollment in the course and the needs of the faculty member.

Classification Standards for Unit 11 Employees

<https://www.csusb.edu/faculty-affairs-development/academic-student-employment-resources/ase-forms>

MINIMUM QUALIFICATIONS

- Currently enrolled as an **undergraduate/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 students.
- Applicant must have a familiarity with Ethnic Studies, its theories and concepts. The ISA will be responsible for grading student papers and providing substantive feedback on students' writing skills and styles. The ISA will be provided with a standardized rubric and will meet with the professor semi-regularly to discuss grading structures and expectations.

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

TIMEBASE OR HOURS OF APPOINTMENT

1 - 20 hours per week. Not to exceed 20 hours per week in all CSU jobs combined.

HIRING CRITERIA

The successful applicant must be currently enrolled at CSUSB and remain academically eligible. In addition, the successful applicant must demonstrate the ability to be cooperative and responsible.

APPLICATION PROCEDURES AND DEADLINE

Submit a curriculum vitae or résumé and CSUSB student ID number to **Dr. Yumi Pak** ypak@csusb.edu and **Dr. Luis Trujillo** luis.trujillo@csusb.edu with **subject line: ISA Spring 2022 (Large Lecture class)**

PROCEDURES FOR NOTIFICATION

Applicants selected for an interview will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT

Dr. Yumi Pak ypak@csusb.edu and **Dr. Luis Trujillo** luis.trujillo@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.