

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC INSTRUCTIONAL STUDENT ASSISTANT POSITION
Academic Year 2019-2020

CLASSIFICATION/JOB TITLE

Instructional Student Assistant (1 - 4 positions)

DEPARTMENT

Political Science

GENERAL DESCRIPTION OF DUTIES

Under immediate supervision, the Instructional Student Assistant will assist a professor with proctoring exams, grading mid-terms, final exams, tutoring, and/or research.

Classification Standards for Unit 11 Employees:

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

MINIMUM QUALIFICATIONS

- Currently enrolled in good standing as a student at CSUSB
- Experience with Political Science courses, especially American Government
- Must be able to work cooperatively with faculty, staff and other students
- Must maintain academic eligibility throughout employment period

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

TIMEBASE OR HOURS OF APPOINTMENT

0 - 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 be 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 in SB-112. Position will remain open until filled.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT
Marilyn Gareis, ggareis@csusb.edu, 909-537-5535

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.