

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**ACADEMIC STUDENT EMPLOYEE UNIT 11 (ISA) WRITING TUTORS**  
**POSITION AVAILABLE:**  
**FALL SEMESTER, 2022**

**CLASSIFICATION/JOB TITLE**

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Instructional Student Assistant / Writing Tutor (1-4 positions available - if applicable)

**DEPARTMENT**

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Academic Success and Undergraduate Advising, Academic Center of Excellence, PDC Student Success Studio (S3)

**GENERAL DESCRIPTION OF DUTIES**

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**Instructional Student Assistants:** Under immediate supervision, the Instructional Student Assistant (ISA) 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 Student Success Studio.

Classification Standards for Unit 11 Employees:

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

**MINIMUM QUALIFICATIONS**

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- Currently enrolled as an undergraduate student at CSUSB
- Must maintain academic eligibility throughout employment period (3.5 GPA or higher)
- Must be able to work cooperatively with faculty, staff and other students
- Completion of at least two major coursework at CSUSB, where writing is heavily emphasized
- Completion of ENG3010 with a B or higher

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

**TIMEBASE OR HOURS OF APPOINTMENT**

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5 - 20 hours per week

**HIRING CRITERIA**

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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**

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Please submit an application to the department office (RG - Admin. Office) no later than August 8, 2022, by 4:00 p.m. Applications available at department office (RG - Admin. Office).

**PROCEDURES FOR NOTIFICATION**

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Applicants awarded a position will be notified.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT**  
Carolina Meza, Email: [Carolina.Meza@csusb.edu](mailto:Carolina.Meza@csusb.edu), (909)537-8234

*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.*