

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
ACADEMIC STUDENT EMPLOYEE UNIT 11 (TA, GA, ISA)

POSITION AVAILABLE:  
Spring QUARTER, 2023

CLASSIFICATION/JOB TITLE

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Instructional Student Assistant (1 positions available)

DEPARTMENT

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Liberal Studies

GENERAL DESCRIPTION OF DUTIES

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Graduate Assistants and Instructional Student Assistants: Under immediate supervision, the **Instructional Student 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 **Liberal Studies**.

Classification Standards for Unit 11 Employees:

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

MINIMUM QUALIFICATIONS

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- Currently enrolled as a Liberal Studies **undergrad senior or graduate** student at CSUSB
- Must maintain academic eligibility throughout employment period (3.0 GPA or higher)
- Evidence of success in CAL 2970 course with a grade of 'B' or higher
- Must be able to work cooperatively with faculty, staff and other students
- Strong writing and interpersonal skills

*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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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 a resume to the department office **CE-114** no later than **1/07/2023** by 5:00PM.

PROCEDURES FOR NOTIFICATION

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Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT

**Kelly Straight Dortch, [dortchk@csusb.edu](mailto:dortchk@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.*