

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 (TA, GA, ISA)
POSITION AVAILABLE:
Spring Semester, 2024

CLASSIFICATION/JOB TITLE

Instructional Student Assistant (1 positions available)

DEPARTMENT

Department Name: Art and Design

GENERAL DESCRIPTION OF DUTIES

Graduate Assistants and Instructional Student Assistants:

- INSTRUCTIONAL STUDENT ASSISTANT will work with Professor Diego Robles, Art & Design, to give students additional attention (not instruction).
- INSTRUCTIONAL STUDENT ASSISTANT will also reinforce due dates, the location of assignments and handouts on CANVAS, and assist students with making appointments to meet with professor.
- INSTRUCTIONAL STUDENT ASSISTANT will also help professor with record keeping, like attendance and noticing who participates in class discussion, as well as reinforce university etiquette and culture of learning & exploration. INSTRUCTIONAL STUDENT ASSISTANT will also assist professor in noticing and contacting students who miss class and fail to turn in assignments.
- INSTRUCTIONAL STUDENT ASSISTANT will also encourage students to turn in assignments and ask the professor questions about curriculum, assignments, and class content.
- INSTRUCTIONAL STUDENT ASSISTANT will also help with basic grading of some assignments
- Bilingual (Spanish/English) not required but encouraged to apply

Classification Standards for Unit 11 Employees:

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

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 other students

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

TIMEBASE OR HOURS OF APPOINTMENT

5 - 20 hours per week; including availability on Mondays 4 pm - 6:45 pm

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 submit an application to the department office art@csusb.edu no later than Date **(Jan 24 2024)** by 4:00 p.m.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT
[Lynne Scott art@csusb.edu](mailto:art@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.