

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE *Graduate Assistant*
POSITION AVAILABLE:
2020-2021

CLASSIFICATION/JOB TITLE

Graduate Assistant (1 position available)

DEPARTMENT

International Education

GENERAL DESCRIPTION OF DUTIES

Under immediate supervision, the **Graduate Assistant** will assist the ACE iLab Co-chairs with various professional, technical and research-based duties associated with the ACE iLab project.

Classification Standards for Unit 11 Employees:

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

MINIMUM QUALIFICATIONS

- Currently enrolled as a **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

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.

Preferred Skills/Abilities: excellent statistical knowledge, excellent organizational skills, excellent interpersonal skills, and good written and verbal communication. Skills in statistical graphical analysis of data, intermediate or above level of SPSS and Microsoft office products are preferred.

APPLICATION PROCEDURES AND DEADLINE

Please email resume to hkoh@csusb and rdawson@csusb.edu no later than **11/06/2020** by 4:00 p.m.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT

[Hyunkyong Oh, hkoh@csusb.edu](mailto:hkoh@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.