

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 (GA)
POSITION AVAILABLE:
SUMMER QUARTER, 2020

CLASSIFICATION/JOB TITLE

Graduate Assistant (1 - 2 positions available)

DEPARTMENT

Psychology Department

GENERAL DESCRIPTION OF DUTIES

Under immediate supervision, the Graduate Assistant Assist in the collection and input of data for a longitudinal study of families involved in the Karnig Infant-Toddler Success parenting project (funded through the San Bernardino City Unified School District).

- Assist in developing and preparing research materials (flyers, survey questions, Qualtrics assessments, etc.)
- Assist in identifying and contacting parents who meet criteria for participating in longitudinal study
- Keep track of parent and child assessment instruments (Qualtrics and ASQs) and make sure assessments have been completed
- Collect and input data
- Participate in Zoom research lab meetings

Classification Standards for Unit 11 Employees:

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

MINIMUM QUALIFICATIONS

- Currently enrolled as an 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.

APPLICATION PROCEDURES AND DEADLINE

Please submit an application to the department email pleon@csusb.edu no later than Date June/30/2020 by 4:00 p.m. Applications available by emailing pleon@csusb.edu

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT
Priscilla Leon, 909-537-5570, 909-537-5570

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.