

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE UNIT 11 GA
POSITION AVAILABLE:
2022-2023 Academic Year

CLASSIFICATION/JOB TITLE

Graduate Assistant/Peer Statistician (1 position available)

DEPARTMENT

Office of Student Research

GENERAL DESCRIPTION OF DUTIES

The Office of Student Research (OSR) is looking for a motivated and active graduate assistant to serve as a Peer Statistician within the department.

The Peer Statistician is a graduate student who has excelled in research and statistics. The statistician assists students as well as provide data and statistical support to the OSR staff. Traditionally, the Peer Statistician assists with:

- Providing statistical and data analysis
- Database development and management
- Survey design, administration, and analysis
- Statistical modeling and analysis
- Preparing and writing reports
- Performing other duties as assigned

The ideal candidate should have:

- A clear understanding of statistical terms and concepts
- Advanced knowledge of Excel
- Written and oral communication skills
- Analytical skills
- Experience with working with SPSS
- A high level of accuracy and attention to detail

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.
- Has conducted at least one year of research with a faculty member.
- Has demonstrated excellence in statistics and data management.

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

TIMEBASE OR HOURS OF APPOINTMENT

15-20 hours per week

HIRING CRITERIA

The successful applicant must be currently enrolled in CSUSB and remain academically eligible. In addition, a successful applicant must demonstrate the ability to be cooperative and responsible. **Must submit [application \(click\)](#), including a [resume](#), [cover letter](#), and a [letter recommendation](#) from a CSUSB faculty member.**

APPLICATION PROCEDURES AND DEADLINE

All applications MUST be submitted no later than Monday, December 5nd, 2022, by 5:00 p.m.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT
Danielle White, dnwhite@csusb.edu, (909) 537-4594**

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.