

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**ACADEMIC STUDENT EMPLOYEE UNIT 11 (TA, GA, ISA)**  
**POSITION AVAILABLE:**  
**SPRING SEMESTER, 2023**

**CLASSIFICATION/JOB TITLE**

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Instructional Student Assistant (1 position available)

**DEPARTMENT**

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World Languages and Literatures

**GENERAL DESCRIPTION OF DUTIES**

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**Instructional Student Assistant:** 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 World Languages and Literatures.

Classification Standards for Unit 11 Employees:

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

**MINIMUM QUALIFICATIONS**

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- Currently enrolled as a graduate student in Spanish 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**

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5 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 an application to the department office UH 314 no later than 10/28/2022 by 4:00 p.m. Applications available at the department office UH 314.

**PROCEDURES FOR NOTIFICATION**

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Applicants awarded a position will be notified.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT**  
**Dr. George Thomas; [george.thomas@csusb.edu](mailto:george.thomas@csusb.edu) (909) 537-5849**

*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.*