

Work On Campus

# WE ARE HIRING

*CSUSB Student Assistant*

CALIFORNIA STATE UNIVERSITY  
SAN BERNARDINO  
Office of Academic Research



## Position details:

- Availability needed: Tuesdays, Thursdays, and Fridays
- Pay rate: \$16.90 per hour
- Hours: **Part-Time** Up to 20 hours per week (maximum)

## Preferred skills and qualities:

- Reliable, punctual, and able to commit to a consistent schedule
- Creative, adaptable, and willing to learn
- Strong organizational and communication skills
- Attention to detail and ability to manage multiple priorities
- Comfortable with administrative tasks (data entry, document preparation, scheduling)
- Interest in marketing, communications, or design, with the ability to assist in creating flyers, event materials, and basic marketing content
- Comfortable supporting a broad range of activities, including event planning and coordination, as needs arise
- Professional demeanor and ability to work both independently and collaboratively

**INTERESTED STUDENT PLEASE SUBMIT  
RESUME & 2 LETTER OF RECOMMENDATION**