**CALIFORNIA STATE UNIVERSITY SAN BERNARDINO**

**ACADEMIC STUDENT EMPLOYEE POSITION AVAILABLE**

**ACADEMIC YEAR 2019-2020**

**CLASSIFICATION/JOB TITLE**

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 **Graduate Assistant (2.5 positions available)**

**DEPARTMENT**

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 **Social Science and Globalization**

**GENERAL DESCRIPTION OF DUTIES**

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**Under the supervision of a faculty member, the student will assist a professor with research and/or grading mid-terms, final exams, and other assignments. GAs are expected to meet all the research tasks in the timeframe asked for by supervising faculty. The tasks can include but not limited to, writing literature reviews, searching for journal articles and providing annotated bibliographies, potential field site visits, etc. Students are expected to be self-motivated and able to work independently the majority of the time.**

**MINIMUM QUALIFICATIONS**

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* **Currently enrolled in good standing as a student at CSUSB in the M.A. Social Science program**
* **Must be able to work cooperatively with faculty, staff and other students and to accept responsibility.**
* **Must maintain academic eligibility throughout employment period (3.0 GPA or higher).**

*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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 **5-10 hours per week**

**HIRING CRITERIA**

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**The successful applicant will be academically eligible, goal oriented, and is interested in advanced research**

**APPLICATION PROCEDURES AND DEADLINE**

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**Please submit a resume and a letter of application by email (****munoz@csusb.edu****) & (****pcrosson@csusb.edu****) no later than Friday, September 13, 2019. Interviews will be Tuesday, September 17th.**

**PROCEDURES FOR NOTIFICATION**

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**Applicants awarded a position will be notified by September 27, 2019. Positions will begin on October 1, 2019.**

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT PAMELA CROSSON, MA SSCI ADMINISTRATIVE SUPPORT COORDINATOR, 909/537-5524 or** **pcrosson@csusb.edu****.**

*It is the policy of CSUSB to provide equal employment opportunities to all applicants and employees regardless of race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability, disabled veteran's or Vietnam era veteran's status.*