

**CALIFORNIA STATE UNIVERSITY SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE POSITION AVAILABLE
ACADEMIC YEAR 2019-2020**

CLASSIFICATION/JOB TITLE

Instructional Student Assistant (1-5 positions available)

DEPARTMENT

History

GENERAL DESCRIPTION OF DUTIES

Under the supervision of a faculty member, the incumbent will assist a professor with large lecture classes, by teaching, grading mid-terms/final exams, tutoring duties, proctoring exams and other assignments for the majority of work hours for each large lecture class over the course of an academic term.

MINIMUM QUALIFICATIONS

- 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

Depends upon enrollment and needs of the professor. Total quarter hours are based on enrollments: 70-129 students = 20 hours/quarter; 130-199 students = 30 hours/ quarter; 200+ hours = 40 hours/quarter.

HIRING CRITERIA

The successful applicant will be academically eligible and goal oriented.

APPLICATION PROCEDURES AND DEADLINE

Please submit a resume and a letter of application to the department office (SB-327) no later than September 30, 2019.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified by September 30, 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.*