



CALIFORNIA STATE UNIVERSITY, STANISLAUS
INSTRUCTIONAL STUDENT ASSISTANT (ISA) – UNIT 11 VACANCY ANNOUNCEMENT

Job Number: 100

Department: Graduate Studies & Research

Job Title: Graduate Studies Student Assistant

Job Type: Instructional Student Assistant (ISA), Unit 11

Wage/Salary: \$16.20/hr

Days/Hours: 5-20 hours/weekly

Location: Graduate Studies & Research MSR 240

Openings: 1

How to Apply: Please submit a resume, cover letter, references, and work schedule via email to:
GraduateStudies@csustan.edu.

Start Date: 8/17/2023

When to Apply: 06/28/2023

Qualifications:

- Bachelor's degree
- Demonstrates the ability to be detail oriented, reliable, and dependable.
- Demonstrates the ability to work well with others and independently meet deadlines.
- It is preferred, but not required, that the incumbent is working on a thesis for their own degree.
- It is preferred, but not required, that the incumbent demonstrates experience using Canvas, Microsoft Word, Excel, PowerPoint, and Adobe Acrobat Pro.

Job Description: Under the direction of the Graduate Studies Specialist, qualified individuals with backgrounds in a variety of academic disciplines will provide support to the thesis/project/dissertation submission process and general customer support to students and the department.

- Assist with graduate student workshops regarding the thesis template formatting and submission guidelines.
- Evaluate thesis/project/dissertation submissions and act as a quality control person for the compliance of the format and completeness according to the university's guidelines and policies.
- Provide 1:1 consultation with graduate students to review thesis submission processes and requirements.
- Compile data and information, track the status of students' submission, and communicate effectively with students, faculty mentors, and supervisors.
- Staff and support events coordinated by the Office of Graduate Studies and Research.
- Assist the Graduate Specialist with assigned duties.
- Office reception, phone coverage, and referrals.
- Consistent and punctual attendance.
- Other duties as assigned.



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Contact: Kaitlyn Day 209-667-3494 GraduateStudies@csustan.edu

Job will be posted on: 6/28/2023

Job will go off-line on: Open until filled

All offers of employment are contingent upon presentation of documents demonstrating the applicant's identity and eligibility to work in the U.S., in accordance with the Immigration Reform & Control Act.

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

The university is an equal opportunity employer, with a strong commitment to the principle of diversity, and does not discriminate on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, disabled veteran or Vietnam-era veteran status.

EQUAL EMPLOYMENT OPPORTUNITY

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. You can learn more about federal equal employment opportunity protections by accessing the Department of Labor's notices: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf> and http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement_English.pdf.

Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at (209) 667-3159.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

SPECIAL CONDITIONS

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/>.

CLERY ACT DISCLOSURE

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Stanislaus State annually posts the Campus Security Report. The annual report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Stanislaus State; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, and sexual assault. You can obtain a copy of this report at: <https://www.csustan.edu/annual-campus-security-report>.

Or you may request a printed copy by calling: (209) 667-3572; fax: (209) 664-7011; or email:



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compliance@csustan.edu.

Information regarding campus security reports at other locations can be found at:

<https://ope.ed.gov/campusafety/#/>

CRIMINAL BACKGROUND CLEARANCE NOTICE

The university requires a criminal and/or child abuse background check to be completed for many of its new employees, current employees seeking promotional or transfer opportunities, and current employees assigned new duties. Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position. Failure to consent to any background check will disqualify an applicant from further consideration. Additionally, an applicant who fails to provide the necessary information or who provides false or misleading information may also be disqualified from further consideration. Later discovery of false or misleading information related to the background check may result in the offer of employment being withdrawn or subject the employee to disciplinary action, up to and including termination.