CALIFORNIA STATE UNIVERSITY, STANISLAUS

INSTRUCTIONAL STUDENT ASSISTANT (ISA) – UNIT 11 VACANCY ANNOUNCEMENT

Job Number: 95

Department: Economics, Ag & Social Sciences

Job Title: Graduate Research Assistant

Job Type: Instructional Student Assistant (ISA)

Wage/Salary: $18/hr.

Days/Hours: 20-40 hours per week

Location: Bizzini Hall Room 108

Openings: 1

How to Apply: Submit completed application, Resume, Cover Letter, one letter of reference and available work schedule via email to: Dr. Oluwarotimi Odeh Email: ooodeh@csustan.edu

Start Date: ASAP

When to Apply: Open until filled

Qualifications:
- Applicants must be currently enrolled in a graduate program (MA/MS) or doctoral program.
- Must meet all other eligibility requirements per the Student Employment Policies (See https://www.csustan.edu/fa/unit-11-academic-student-employee-hiringinformation).
- Must posses basic knowledge of research work such as literature review, survey development and administration, data analysis on spreadsheet and report writing.
– Proficiency in MS/Excel and good communications skills
– Some leadership and coordination skills preferred.
– Spanish speaking (Bilingual) a plus.

Job Description: Assist faculty on grant funded project: survey administration, data collection, analysis and management
- Assist with coordinating summer camp and student recruitment for the camp.
- Assist with camp survey administration and analysis.

Contact: Dr. Oluwarotimi Odeh

Job will be posted on: As soon as possible **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.

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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.

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: compliance@csustan.edu.

Information regarding campus security reports at other locations can be found at: https://ope.ed.gov/campussafety/#/

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.