



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

- Job Number:** 37
- Department:** University Library
- Job Title:** Information Literacy Research Assistant
- Job Type:** Instructional Student Assistant (ISA)
- Wage/Salary:** \$17/hour
- Days/Hours:** 7 hours/week
- Location:** Vasche Library
- Openings:** 1
- How to Apply:** Email a Student Assistant Employment Application, Résumé, and Cover Letter to Kevin Augustine at kaugustine@csustan.edu
- Start Date:** 01/26/2022
- When to Apply:** 12/22/2021
- Qualifications:**
- Equivalent to completion of the requirements for a bachelor’s degree and registration in a CSU graduate degree program.
 - Demonstrates the ability to maintain ethical conduct and confidentiality.
 - Demonstrates the ability to work with minimal supervision while showing sound judgement.
 - Ability to relate well to others within the academic environment.
 - Demonstrates experience and working knowledge in Windows and/or MacOS, Microsoft Office/Office365, and Google Workspace.
 - Demonstrates a willingness to learn new software for data migration.
- Job Description:** Position is through May 13, 2022. Duties include:
- Assist faculty in the conduct of special projects/research within the disciplines of writing composition and information literacy.
 - Assist with electronic data entry and migration of confidential data associated with student writing across various platforms.



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- Access and maintain confidential student information.
- Provide regular updates to faculty on data migration.
- Assist with constructing a framework for codifying data.
- Demonstrates reliability and punctual attendance.

Contact: Kevin Augustine at kaugustine@csustan.edu

Job will be posted on: 12/15/2021

Job will go off-line on: 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



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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.