

## Job Opening Instructional Student Assistant (ISA) – Graduate Statistics Consultant

### Duties and Responsibilities

Graduate Statistics Consultants will:

- work one-on-one with M.A. and doctoral students, assisting them in the application of statistical methods;
- explain and clarify statistical concepts;
- provide support with the creation/import of data, cleaning of data, etc.;
- identify and record common problem areas for the purpose of developing support services and reference materials;
- develop effective learning facilitation approaches through attending training sessions, shadowing other tutors, and participating in meetings.

### Qualifications

The qualified candidate:

- must be a degree-seeking student in a Fresno State graduate program;
- will demonstrate fluency in the use, application and interpretation of statistical methods and software (with at least a solid foundation in SPSS and EXCEL)
- will have successfully completed at least one - and preferably additional courses - in statistics and/or research methods;
- will demonstrate strong interpersonal, organizational, and analytical skills;
- will be self-motivated and to conduct his- or herself in a highly professional and ethical manner.

Experience in conducting research is preferred.

### Terms of Employment

Successful applicants:

- will be assigned a minimum of zero (0) hours up to a maximum of twenty (20) hours per week (not to exceed the combined campus-wide limit of 20 hours);
- will be hired for one semester, with possibility of renewal each semester thereafter;
- must remain academically eligible throughout the period of employment, maintaining a minimum 3.0 GPA.

### Compensation

Graduate Statistics Consultants will be paid an hourly rate of \$13.00/hr.

### Applications

To be considered for this position, applicants must first contact Dr. Maritere López, Director of the Graduate Net Initiative (mariterel@csufresno.edu or 559.278.1614). Applicants may then submit a resume, cover letter, a copy of their unofficial transcript, and a letter of recommendation from a reference familiar with the applicant's work performance and potential for success in the position.

For Spring 2017, application packets should be sent/delivered no later than Wednesday, December 14, 2016 to:

Dr. Maritere López, Director  
Graduate Net Initiative  
California State University, Fresno  
Frank W. Thomas Building, Room 121  
5241 N. Maple Avenue, M/S TA 51  
Fresno, CA 93740-8027