**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**DEPARTMENT OF ANTHROPOLOGY**

**GRADUATE ASSISTANTS** **OPENING**

**RECRUITMENT #: 19/20-GA-ANTH**

**POSITION:** Graduate Assistants in Anthropology

**EFFECTIVE DATE: Fall Semester: September 1, 2019 to January 31, 2020**

 **Spring Semester: February 1, 2020 to June 30, 2020**

**Salary Range**:

* Full-time appointment (20 hours per week) ranges from $1252.00-$1435.00 per month per semester, payable in five monthly installments. Possibility of Quarter to Half-time appointments 5-20 hours a week.

**Minimum Qualifications**:

* BA in Anthropology or a related discipline appropriate to anthropological projects needing graduate assistants.
* Current enrollment as graduate student at CSULB
* Demonstrated commitment to communicate effectively with an ethnically and culturally diverse campus community.
* Demonstrated potential to work cooperatively and professionally with faculty, staff, and other students.
* Demonstrated ability to work independently and learn, prepare, and perform assigned tasks.

**Desired/Preferred Qualifications**:

* M.A. student in the Department of Anthropology and in good standing.
* Experience with various (ex: MS Office) computer software programs.
* Organizational skills, team player, flexible work style, and problem-solver.
* Strong undergraduate and/or graduate GPA
* Classroom, workshop or event planning experience (e.g., supplemental instruction, tutorial work, conference presentations).

**Duties**:

The Department of Anthropology hires graduate assistants depending on budget, departmental need, qualifications, and performance. The position is for a semester with a possibility of renewal. Available GA positions may include assisting faculty with labs, research, and courses. Duties vary depending on department needs and may include:

* Maintenance of lab hardware and software; responsibility for equipment and for upkeep of the lab; checking/tracking equipment in and out; assisting students working in the lab; and assisting faculty responsible for the lab.
* Assist with departmental work, including grading, BeachBoard assistants, various kinds of data analyses, department events, and other department-related outreach and promotional activities.
* Organize and assist with undergraduate workshops and research-related forums.
* Assist in the instruction and administration of courses. Attend course lectures, read and evaluate student papers, proctor examinations, perform individual and /or group tutoring, maintain student records, evaluate student’s assignments.

*CSULB and the department of Anthropology seeks to recruit faculty who enthusiastically support the University’s strong commitment to the academic success of all of our students, including students of color, students with disabilities, students who are first generation to college, veterans, students with diverse socio-economic backgrounds, and students of diverse sexual orientations and gender expressions.  CSULB seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the People of California, to maintain the excellence of the University, and to offer our students a rich variety of expertise, perspectives, and ways of knowing and learning.*

***The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.***

 **Required Documentation**:

1. Letter of application addressing qualifications and stating research and career interests
2. Resume with current address, email address and phone number
3. Department application form (please request form from department)
4. Printout of graduate enrollment including courses and units, SC-1 form is required of finalists.

**Application Deadline**:

Review of applications to begin on August 01, 2019 for Fall 2019 semester and on January 01, 2020 for the Spring 2020 semester. Applications, required documentation, and/or requests for information should be addressed to:

**Dr. Karen Quintiliani**

**Chair, Department of Anthropology**

**1250 Bellflower Blvd, Long Beach, CA 90840-1003 and email to Mitra.Baghdadi@csulb.edu**

**Phone: 562-985-5171**

***CSULB is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race, color, national origin, ancestry, religious creed, sex, gender identification, sexual orientation, marital status, disability, medical condition, age, political affiliation, Vietnam era veteran status, or any other veteran's status. CSULB is an Equal Opportunity Employer.***