

**California State University, Long Beach
College of Liberal Arts
Department of Economics-Instructional Student Assistant**

Recruitment: 19/20-ISA-ECON

Position: Instructional Student Assistant Openings in Economics (DEPT)

Effective Date: September 1, 2019/Fall Semester (Contingent on Budget)
January 21, 2020/ Spring Semester (Contingent on Budget)

Salary Range: \$14.00 to \$20.42 per hour, up to 20 hours per week.

MINIMUM QUALIFICATIONS:

- Currently admitted or enrolled in a CSULB degree program and remain academically eligible during the semester of employment.
- Must be able to work between the hours of 8:00 a.m. and 5:00 p.m.
- Demonstrated commitment to working successfully with an ethnically and culturally diverse campus community.
- Possess the ability to learn, prepare, and perform assigned tasks.
- Work cooperatively and professionally with faculty, staff, and other students.

DESIRED/PREFERRED QUALIFICATIONS:

- Strong undergraduate GPA (preferably with a grade of "A" in ECON 310, 311, and 380).
- Classroom experience (e.g., supplemental instruction, tutorial work, or previous grading experience).
- Ability to hold daytime tutoring hours for economic majors

DUTIES:

- Perform group and/or individual tutoring
- Attend classes in preparation for tutoring
- Preparation of supplemental materials
- Lead optional review/question and answers sessions
- Proctor exams
- Evaluate student assignments
- Maintain/submit student records
- Hold office hours
- Maintain good academic standing and attend the Economics ISA orientation

CSULB and the department of Economics 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 APPLICATION MATERIALS:

- A letter of application addressing the student's interest and qualifications for the position, including contact information, as well as a statement affirming eligibility requirements are met.
- Resume with current email address and contact phone number.
- Indicate preferences for course, instructors, and times, if applicable.
- Printed proof of enrollment listing courses and units.

APPLICATION DEADLINE: Review of applications will begin August 9, 2019.

Application, required documentation, and/or requests for information should be addressed to:

Seiji Steimetz, Chair
California State University, Long Beach
Department of Economics
1250 Bellflower Boulevard
Long Beach, CA 90840
562-985-5061
seiji.steimetz@csulb.edu

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.