

**CALIFORNIA STATE UNIVERSITY, LONG BEACH**  
DEPARTMENT OF HISTORY / Instructional Student Assistant 2019-2020

**POSITION:** Instructional Student Assistant – History

**RECRUITMENT #:** 19/20-ISA-HIST

**EFFECTIVE DATE:** August 26, 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:** (1) one of the following: (a) currently enrolled in the MA program in History at CSULB, (b) holder of BA degree in History, (c) holder of MA degree in History. (2) Completion of GVAR or equivalent. (3) Evidence of strong writing skills. (4) Ability to communicate effectively with an ethnically and culturally diverse campus community. (5) Must be enrolled in a minimum of six (6) units in the semester of employment. (6) Work cooperatively and professionally with faculty, staff, and other students.

**DESIRED/PREFERRED QUALIFICATIONS:** (1) Experience in tutoring and/or grading. (2) Experience leading discussions or in facilitating other learning skills in an educational environment. (3) Strong undergraduate and/or graduate GPA. (4) Classroom experience (e.g., supplemental instruction, tutorial work, or previous GA experience). (5) Successful completion of History 501.

**DUTIES:** (1) Duties may include holding regular office hours for tutoring; meeting with department Graduate Assistant coordinator and faculty teaching History 172 and History 173, and offering in class presentations under the supervision of instructor requesting a presentation in writing for undergraduate History courses. (2) Provide instruction to students in discipline-specific writing assignments. (3) Read and evaluate student papers, perform individual and /or group tutoring, maintain student records, evaluate student's assignments, proctor examinations.

The Department of History at California State University, Long Beach welcomes and encourages diversity. We seek applicants and nominations from those who have experience teaching, mentoring, and developing research in ways that effectively address individuals from historically underrepresented backgrounds. The University seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain excellence of the University, and to offer our students richly varied disciplines, perspectives and ways of knowing and learning. California State University, Long Beach is an affirmative action/equal opportunity employer.

**REQUIRED DOCUMENTATION:** (1) 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. (2) Confirmation of current enrollment. (3) Recent writing sample. (4) SC-1 form is required of finalists. (5) Instructional Student Assistant Application Form.

**POSITION OPEN UNTIL FILLED** (or recruitment canceled). Review of applications will begin immediately.

Application, required documentation, and/or requests for information should be addressed to: Dr. David A. Shafer; Chair, Department of History, California State University Long Beach; 1250 Bellflower Boulevard, Long Beach, CA 90840-1601, david.shafer@csulb.edu, (562) 985-4431

CSULB 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.