

**CALIFORNIA STATE UNIVERSITY, LONG BEACH**  
DEPARTMENT OF POLITICAL SCIENCE  
Instructional Student Assistant 2019-2020

**POSITION:** Instructional Student Assistant – Political Science

**RECRUITMENT #:** 2019/2020 -ISA-POSC

**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, 10 hours a week (required hours)

**MINIMUM QUALIFICATIONS:**

- Currently admitted or enrolled in a CSULB degree program and remain academically eligible during the semester of employment.
- Cumulative GPA of 3.5 or higher
- Able to work between the hours of 8:00 a.m. and 6:15 p.m.
- Able to communicate effectively with an ethnically and culturally diverse campus community.

**DESIRED/PREFERRED QUALIFICATIONS:**

- Grade of "A" in POSC 100
- Preference will be given to Political Science undergraduate students.

**DUTIES:**

- Attend all class meetings and take thorough notes
- Keep up with the reading for the course
- Assist faculty in evaluating the written work of students
- Hold weekly office hours (time/day determined in conjunction with the course instructor)
- Hold review sessions for students (according to faculty instructions)
- Be accessible for student questions via email and before and after class (along with the course instructor).
- Be visible and proactive with students
- Be accessible via email or phone to the professor; responding promptly in communications
- Check departmental mailbox regularly
- Communicate promptly and professionally with students
- Proctor in-class exams (as needed)
- Proctor make-up exams (as needed, during office hours)

The Department of Political Science 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.

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 (2) Resume with current email address and contact phone number (3) Two Letters of Recommendation (4) Unofficial Transcript(s) (5) Instructional Student Assistant Application Form.

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

**APPLICATION DEADLINE:** Applications, required documentation, and/or requests for information should be directed to the attention of **Dr. Teresa Wright, Chair, Department of Political Science**, [teresa.wright@csulb.edu](mailto:teresa.wright@csulb.edu); 562-985-4705. California State University, Long Beach, 1250 Bellflower Boulevard, SPA-257, Long Beach, CA 90840-4605.

*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 identity, sexual orientation, marital status, disability, medical condition, age, Vietnam era veteran status, or any other veteran's status. CSULB is an Equal Opportunity Employer.*