POSITION: Instructional Student Assistant – Journalism & Public Relations

EFFECTIVE DATE: August 24, 2020 /Fall Semester (Contingent on Budget)

SALARY RANGE: $14 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 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 JOUR 104.
- Preference will be given to Journalism & Public Relations undergraduate students.

DUTIES:
- Attend all class meetings and take thorough notes
- Monitor Zoom chat during Zoom sessions
- Keep up with the reading for the course
- Assist faculty in evaluating the 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 or Zoom before and after class.
- Be visible and proactive with students
- Be accessible via email or phone to the professor; responding promptly in communications
- Communicate promptly and professionally with students

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 Professor Todd Henneman, Department of Journalism & Public Relations, Todd.Henneman@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 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.