POSITION: Instructional Student Assistant – Communication Studies

RECRUITMENT #: 20/21-ISA-Communication Studies

EFFECTIVE DATE: August 17, 2020 / Fall Semester (Contingent on Budget)
January 19, 2021 / Spring Semester (Contingent on Budget)

SALARY RANGE: $14.00 to $20.42 per hour. Up to 20 hours per week

MINIMUM QUALIFICATIONS: (1) Currently admitted or enrolled in a CSULB degree program and remain academically eligible during the semester of employment. (2) Demonstrated commitment to working successfully with an ethnically and culturally diverse campus community. (3) Possess the ability to learn, prepare, and perform assigned tasks. (3) Work cooperatively and professionally with faculty, staff, and other students.

DESIRED/PREFERRED QUALIFICATIONS: GPA of 3.0 in Communication Studies Courses

DUTIES: Assist instructors in course administration, which may include the following courses-related tasks: Attend course lectures, hold virtual office hours, attend pedagogy classes required for training purposes, read and evaluate student assignments, proctor examinations, perform individual or group tutoring, maintain/submit student records (e.g. grades). Other course-specific tasks may be specified on the description of duties form.

The Department of Communication Studies 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) Employment is contingent upon proof of the legal right to work in the United States. This proof must be provided at the time of employment at the University. An appointment is not final until proof is provided.

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

APPLICATION DEADLINE: Applications should be directed to the attention of Jennifer Asenas, Jennifer.asenas@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.