

CALIFORNIA STATE UNIVERSITY, LONG BEACH
Academic Affairs--UNIV 111
Instructional Student Assistant Fall 2020

POSITION: Instructional Student Assistant – UNIV 111
EFFECTIVE DATE: August 24, 2020 /Fall Semester
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 CSULB GPA of 3.5 or higher.
- Able to work between the hours of 8 a.m. and 4:45 p.m., Monday through Thursday.
- Able to communicate effectively with an ethnically and culturally diverse campus community.

DESIRED/PREFERRED QUALIFICATIONS:

- Preference will be given to undergraduate students majoring in a Humanities discipline in the College of Liberal Arts, undergraduate majors in Liberal Studies (College of Education), or undergraduate majors in the Dept. of Dance (College of the Arts).
- Preference will be given to students who can work either 8:00-9:15 a.m. on Monday and Wednesday, or 9:30-10:45 a.m. Tuesday and Thursday as part of their hours.
- Experience with on-line gaming or Live Action Role-play game formats is desired.

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 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 within 24, but no more than 72, hours.
- If attached to a UNIV 111 “gaming” section, act as a “preceptor” or game coach 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 CSULB Transcript (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 David Stewart, Lead, Paideia First-year Seminars,
David.stewart@csulb.edu.

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.