**California State University, Long Beach, College of Liberal Arts**

**Office of the Dean, Graduate Assistant Position**

**Recruitment #:**  20/21–GA–CLA

**Position:**  Graduate Assistant Opening- College of Liberal Arts

**Effective Dates:** Spring 2021 – Spring 2022

**Salary Range**: Part-time (20 hours per week) paid in 5 monthly installments of $1669.50 - $1912.50

**Minimum Qualifications:**

1. Active enrollment in a CSULB graduate program during the semester employed
2. Undergraduate degree from an accredited institution
3. Ability to communicate effectively with a diverse campus community
4. Experience with Microsoft Office applications, including Word, Excel, PowerPoint, Outlook
5. Good academic standing with the university

**Desired/Preferred Qualifications:**

1. Ability to learn and perform assigned work
2. Work cooperatively with faculty, staff, and other students
3. Experience working in an office or virtual office environment.
4. Proven experience working in teams and collaboration on projects. Excellent organizational skills.
5. Excellent written and verbal communication skills.
6. Past internship experience in any setting.
7. First year graduate student or graduate student with at least one more academic year remaining to complete their degree is preferred

**Duties**:

1. Assist with the tracking and assessment of the College of Liberal Arts internship courses
2. Assist with program evaluation and logistical support of student workshops and annual report
3. Coordinate and potentially present professional development events for internship students
4. Assist with trainings and updating CLA Internship Partner website for new community agencies and organizations
5. Research local agencies and organizations to initiate internship partnerships
6. Assist in overseeing social media interns and reviewing CLA social media content
7. Work closely with the Career Readiness & Internship Programs Specialist on other projects as assigned

*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.*

**Required Documents:** (a) resume or CV; (b) cover letter addressing your interest and qualifications for this position; (c) proof of enrollment; (d) SC-1 form is required of finalists

**Application Deadline:** Submit applications via email by November 27, 2020. Review of applications begin November 27th
Address application, required documentation, and/or requests for information to:

Michelle Chang

Career Readiness & Internship Programs Specialist
College of Liberal Arts

California State University, Long Beach

michelle.chang@csulb.edu , (562) 985-4464

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 responsibilities 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.