**California State University, Long Beach**

**College of Liberal Arts**

**Department of Linguistics**

**Graduate Assistant Position**

**Recruitment #:**  **21/22-GA-LING**

**Position: Graduate Assistant Openings in Linguistics Department**

**Effective Date: Fall Semester: August 17, 2021 to December 23, 2021**

**Spring Semester: January 20, 2022 to May 20, 2022**

**Salary Range: Salary ranges as follows (per month per semester)**

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| **GRADUATE ASSISTANT PAY RATES** |
|  | **Step 1** (1st 2 semesters) | **Step 2** (2nd 2 semesters) | **Step 3** (3rd 2 semesters) |
| Full Time Base Rate | $3339.00 | $3583.00 | $3825.00 |
| 20 Hours per Week | $1669.50 | $1791.50 | $1912.50 |
| 10 Hours per Week | $834.75 | $895.75 | $956.25 |

**Minimum Qualifications:**

• B.A. or B.S. degree in Linguistics or related field

• Cumulative undergraduate GPA of 3.00; Must be enrolled in a CSULB graduate program.

• Demonstrated commitment to working successfully with a diverse student population

**Duties:**

Graduate assistants will help department faculty administer and coordinate the instruction in a variety of courses, including tutoring, assisting faculty in their research or course management, working as a Lab assistant in the ANTHRO-LING Laboratory, working in the Linguistics department main office. GA's also must be enrolled in a CSULB graduate program.

**Faculty Assistance duties may include (non-exhaustive list)**:

* Conducting bibliographic research and assisting with course management (entering grades etc.) in BeachBoard
* Assisting with technological needs (transferring or reformatting audio/video files), experiments or other research activities
* Transcribing data, Data entry and Website maintenance

**Duties in lab include**:

* Tutoring, especially in phonology and syntax
* Oversee undergraduate and graduate students using the laboratory for class or independent study projects.
* Assist faculty with hardware/software needs for teaching and research
* Enforce laboratory procedures and maintain laboratory supplies.
* Communicate with Lab Committee and Department Chairs regarding needs of lab and problems that arise.

**Duties in main office include:**

* Assist Office Manager and Chair with administrative and clerical tasks, event planning and assistance, designing and printing fliers and brochures, updating website.

*CSULB seeks to recruit employees 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.*

*Information on excellent benefits package available to CSULB faculty is located here:*

[*https://www2.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf*](https://www2.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf)

**Required Documentation:**

**•** Letter of application addressing qualifications and stating research and career interests

**•** Printout of graduate enrollment including courses and units

**•** Applicants offered employment will be required to submit an SC- 1 application form provided by the department

**Employment Requirements:** 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.

**Application Deadline:** Reviews of applications will begin July 1, 2021. Application, required documentation, and/or

requests for information should be addressed to:

Dr. Nancy Hall, Chair

Department of Linguistics

California State University, Long Beach

 Long Beach, California 90840-2007

Phone # 562/985-2656

CLA-Linguistics@csulb.edu

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