**California State University, Long Beach**

**College of Liberal Arts**

**Department of Political Science**

**Graduate Assistant Position**

**Recruitment #:**  **21/22-GA-Political Science**

**Position: Graduate Assistant Openings in Political Science**

**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:**

* Active enrollment and good academic standing in a CSULB graduate program during the semester employed. \*Non-political science graduate students must have a bachelor’s degree in political science or related discipline and a GPA of 3.0 or better.
* Must be available to work between the hours of 8:00 a.m. and 6:15 p.m.
* Demonstrated commitment to working successfully with an ethnically and culturally diverse campus community.
* Possess the ability to learn, prepare, and perform assigned tasks.
* Work cooperatively and professionally with faculty, staff, and other students.

**DESIRED/PREFERRED QUALIFICATIONS:**

* Teaching experience (e.g., supplemental instruction, tutorial work, or previous GA experience).
* Strong undergraduate and/or graduate academic record.
* CSULB Political Science Graduate Student (actively enrolled and in good academic standing).

**DUTIES:**

**\*Fall 2021: all courses will be offered in alternative mode of instruction (AMI), with synchronous activities via Zoom or other virtual platforms. \*Spring 2022: mode of instruction (AMI or in-person) is to be determined** **(TBD)**

* Attend all class meetings and take thorough notes
* Read all assigned course materials, keeping pace with the course schedule
* Assist faculty in evaluating the written work of students
* Hold weekly office hours (time/day determined in conjunction with the course instructor; Fall 2021 via Zoom; Spring 2022 mode TBD)
* Hold review sessions for students (according to faculty instructions; Fall 2021 via Zoom; Spring 2022 mode TBD)
* Be accessible to students via Zoom, email or phone; respond promptly in communications
* Communicate promptly and professionally with students and the professor
* Be accessible to the professor via Zoom, email or phone; respond promptly in communications
* Be accessible to students before and after class (Spring 2022 only, if mode of instruction is in-person)
* Check departmental mailbox regularly (Spring 2022 only, if mode of instruction is in-person)
* Proctor in-class exams (as needed in Spring 2022 only, if mode of instruction is in-person)
* Proctor make-up exams (as needed, during office hours, in Spring 2022 only, if mode of instruction is in-person)

*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 APPLICATION MATERIALS:**

* A letter of application addressing the student’s interest and qualifications for the position, including contact information, as well as a statement affirming eligibility requirements are met.
* Indicate preferences for course, instructors, and times, if applicable.
* Printed proof of enrollment listing courses and units.
* SC-1 form is required of finalists.

**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 August 1, 2021. Application, required documentation, and/or

requests for information should be addressed to:

Dr. Teresa Wright, Chair

Department of Political Science

California State University, Long Beach

 Long Beach, California 90840-2007

Phone # 562/985-4705

Teresa.Wright@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.*