**California State University, Long Beach**

**College of Liberal Arts**

**ATLAS/College of Liberal Arts Advising Center**

**Graduate Assistant Position**

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

**Position: Graduate Assistant Openings in ATLAS/College of Liberal Arts Advising Center**

 **12-month Graduate Assistant Position (2 available) 20 hours per week**

**Effective Date: Annual/Reappointment Available: June 2021 – May 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:**

* Undergraduate Degree from an accredited institution
* Must be enrolled and in good standing with a CSULB graduate program.
* Ability to work with diverse populations and utilize strong communication skills
* Experience with Microsoft Office applications including Word, Excel, PowerPoint, Outlook
* Interest in working in higher education with an emphasis in student success, retention, and graduation preferred
* Strong attention to detail and ability to follow instructions
* Solid organizational and time management skills
* Team player with a positive attitude
* Effective and independent worker
* Ability to maintain confidentiality
* Demonstrated commitment to working successfully with a diverse student and faculty population

**Duties:** The graduate assistant will join a professional team of advising, learning community, and college student success experts to:

* Gain and demonstrate a thorough understanding of the ATLAS/College of Liberal Arts Advising Center
* Work in collaboration with the ATLAS team to provide best practice advising and support services to students
* Assist professional advisors with academic advising efforts for majors/minors in the College of Liberal Arts
* Provide support for Freshman and Transfer Learning Community outreach and topical program development
* Contribute to the design and implementation of various outcomes and assessment processes to evaluate student success in the College of Liberal Arts and at CSULB

*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.*

**Required Documentation:**

* Letter of application addressing your interest and qualifications for the position
* Resume or CV
* Printout showing proof of graduate enrollment including courses and units
* Applicants offered employment will be required to submit an SC- 1 application form provided by the department

**Application Deadline:** Position open until filled.Expected starting date is June 2021. Address application, required documentation, and/or requests for information to:

Bron Pellissier

Director Academic Engagement and Success

College of Liberal Arts

California State University, Long Beach

Bron.Pellissier@csulb.edu

562.985.7804 - ATLAS Main Office Number

**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.

*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.*