**California State University, Long Beach**

**College of Liberal Arts**

**Graduate Assistant Position**

**Recruitment #:**  **21/22-GA-CLA-Strategic Planning Project**

**Position: Graduate Assistant Openings in CLA**

**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

• Must be enrolled in a CSULB graduate program.

• Demonstrated commitment to working successfully with a diverse team

**Duties:**

**•** Graduate assistants will assist CLA Strategic Planning Team in the administration and coordination of a variety of tasks.

* Primary responsibilities include coordinating weekly meetings--including scheduling, handling RSVPs and attendance, creating and sending Zoom links, etc.
* Other responsibilities include note taking, document review and data assembly and analysis.

*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 August 4, 2021. Application, required documentation, and/or

requests for information should be addressed to:

Dr. Justin Gomer

Program of American Studies

California State University, Long Beach

 Long Beach, California 90840-2007

Phone # 562/985-5090

Justin.gomer@csulb.edu

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