**California State University, Long Beach**

**College of Liberal Arts**

**Dean’s Office**

**Graduate Assistant-Student Success Position**

**Recruitment #:**  **21/22-GA-CLA-STUDENT SUCCESS**

**Position: Graduate Assistant Openings in the College of Liberal Arts Dean’s Office**

**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 CLA graduate program.
* Demonstrated commitment to working successfully with a diverse student population
* Ability to work scheduled 20 hours per week
* Ability to utilize strong communication skills
* Strong attention to detail and ability to follow instructions
* Strong organizational and time management skills
* Team player with a positive attitude
* Effective and independent worker
* Ability to maintain confidentiality

**Duties:**

* Support initiatives highlighting College of Liberal Arts current and former students
* Gain and demonstrate a thorough understanding of CLA
* Maintain communications with CLA staff, departments, and students
* Gather/Schedule/Distribute student highlights (e.g. interviews, social media posts)
* Create a summary report at the end of the semester

*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>

**Required Documentation:**

**•** Letter of application addressing qualifications and stating 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 9/1/21. **Application, required documentation, and/or**

**requests for information should be emailed (subject line “CLA GA Student Success) to**:

Dr. Deborah Thien, Associate Dean

College of Liberal Arts, Dean’s Office

California State University, Long Beach

Long Beach, California 90840-2007

Phone # 562/985-5381

[deborah.thien@csulb.edu](mailto:deborah.thien@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.*