**California State University, Long Beach**

**College of Liberal Arts**

**Department of International Studies-Global Studies Institute**

**Graduate Assistant Position**

**Recruitment #:**  **21/22-GA-IST-GSI**

**Position: Graduate Assistant Openings in International Studies-Global Studies Institute**

**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 the social sciences or related field.
* Must be enrolled in a CSULB graduate program.
* Minimum Cumulative undergraduate GPA of 2.75.
* Demonstrated commitment to working successfully with a diverse student population.
* Basic knowledge of Microsoft Excel.
* A willingness, desire, and ability to learn about international education processes with careful attention to detail

**Desired/Preferred Qualifications:**

* An undergraduate degree with an international education component.
* Speaking, reading, and writing skills in a second language.
* Proven experience working in teams and collaboration on projects.

**Duties:**

* Graduate assistants will assist department faculty in the administration and coordination of instruction in a variety of courses.
* May serve as assistants in the department's scholarly operations or as a tutor within the department.
* With training and support, analyze the syllabi of courses from across CSULB and code them across a series of set indicators.
* Enter data into Microsoft Excel.
* Work collaboratively in a group.
* Write a summary report.

*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 September 13, 2021. Application, required documentation, and/or

requests for information should be addressed to:

Prof. Richard R. Marcus

Director, The Global Studies Institute

California State University, Long Beach

 Long Beach, California 90840-2007

Phone # 562/985-4714

richard.marcus@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.*