

California State University, Long Beach
College of Liberal Arts
Department of English
GRADUATE ASSISTANT POSITION OPENING

RECRUITMENT #: 2023/2024-GA-ENGL
POSITION: Graduate Assistant in the English Department for English Composition
EFFECTIVE DATE: Fall Semester: August 17, 2023 to December 22, 2023
Spring Semester: January 22, 2024 to May 24, 2024
SALARY RANGE: Salary ranges as follows (per month per semester)

GRADUATE ASSISTANT PAY RATES			
	Step 1 (1st 2 semesters)	Step 2 (2nd 2 semesters)	Step 3 (3rd 2 semesters)
Monthly Full Time Base Rate	\$3406.00	\$3655.00	\$3902.00
Monthly Base Rate for 20 Hours per Week	\$1703.00	\$1827.50	\$1951.00
Monthly Base Rate for 10 Hours per Week	\$851.50	\$913.75	\$975.50

REQUIRED QUALIFICATIONS:

- B.A. or B.S. degree in English or related field
- Cumulative undergraduate GPA of 3.0
- Must be enrolled in a CSULB graduate program
- Demonstrated commitment to working successfully with a diverse student population

PREFERRED QUALIFICATIONS:

- Previous training or experience

DUTIES:

- Graduate assistants will assist department faculty in the administration and coordination of the #TheBeachWrites social media project
- Make all final edits and editorial decisions related to social media posts
- Oversee and coordinate social media interns and social media posting schedules
- Liaison for Comp faculty who are generating social media content
- Update the Composition Program Info for Comp Faculty Canvas portal

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:

- Cover letter of application addressing the required and preferred qualifications and including 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

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.

Applications, required documentation, and/or requests for information should be addressed to:

Dr. Eileen Klink, Chair
Department of English; MHB-419
California State University, Long Beach
Long Beach, California 90840
Phone # 562/985-4223

Inquiries should be addressed to English-Staff@csulb.edu or Phone # 562/985-1369

POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED)

Application Deadline: Reviews of applications will begin August 1, 2023

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.