

CALIFORNIA STATE UNIVERSITY, LONG BEACH
DEPARTMENT OF ASIAN AND ASIAN AMERICAN STUDIES / Instructional Student Assistant 2023-2024

POSITION: Instructional Student Assistant – Asian & Asian American Studies -Language Lab

RECRUITMENT #: 23/24-ISA-AAAS-L.Lab

EFFECTIVE DATE: August 22, 2023 / Fall Semester (Contingent on Budget)
January 22, 2024 / Spring Semester (Contingent on Budget)

SALARY RANGE: \$16.20 to \$21.62 per hour. Up to 20 hours per week (most lab assistant's work from 5-10 hours per week)

MINIMUM QUALIFICATIONS: (1) Currently admitted or enrolled in a CSULB degree program and remain academically eligible during the semester of employment. (2) A GPA of at least 3.0 in all courses at CSULB. (3) Fluent in at least one language other than English including ASL, Arabic, Filipino, French, German, Italian, Japanese, Korean, Mandarin, Russian, Spanish, or Vietnamese. (4) Written recommendation from the lead faculty on campus responsible for the specific language.

DESIRED/PREFERRED QUALIFICATIONS: Preferred candidates are graduate students studying in a language related field with some teaching and/or tutoring experience. Fluency in more than one of the languages taught on campus is an advantage. Familiarity with word processing and other software in the target language is also a plus.

DUTIES: Duties may include providing one-on-one and small group foreign language tutoring; conducting lab orientation sessions; performing foreign language related computing and technical support; supervising students using the lab facilities; collecting accurate data on lab usage; maintaining the cleanliness of the lab space; and managing the daily operations of the Language Lab.

The Department of Asian and Asian American Studies at California State University, Long Beach welcomes and encourages diversity. We seek applicants and nominations from those who have experience teaching, mentoring, and developing research in ways that effectively address individuals from historically underrepresented backgrounds. The University seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain excellence of the University, and to offer our students richly varied disciplines, perspectives and ways of knowing and learning. California State University, Long Beach is an affirmative action/equal opportunity employer.

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.

REQUIRED DOCUMENTATION: (1) A letter of application addressing all qualifications for the position. (2) Letter of recommendation from the lead faculty on campus responsible for the specific language. (3) Instructional Student Assistant Application Form. <http://www.cla.csulb.edu/forms-policies-and-procedures/student-assistant-forms/>

POSITION OPEN UNTIL FILLED (or recruitment canceled). Review of applications will begin immediately.

APPLICATION DEADLINE: Applications should be directed to the attention of **Jeff Winters, Department of Asian and Asian American Studies- Language Lab**, jeff.winters@csulb.edu; 562-985-1082. California State University, Long Beach, 1250 Bellflower Boulevard, Long Beach, 90840-1002.

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.