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

RECRUITMENT #: POSITION: EFFECTIVE DATE:

SALARY RANGE:

2024/25-GA-POSC Graduate Assistant in POLITICAL SCIENCE

Fall Semester: August 19, 2024, to December 24, 2024 Spring Semester: January 21, 2025 to May 23, 2025 Salary ranges as follows (per month per semester)

GRADUATE ASSISTANT PAY RATES			
	Step 1	Step 2	Step 3
	(1st 2 semesters)	(2nd 2 semesters)	(3rd 2 semesters)
Monthly Full Time Base Rate	\$3576.00	\$3838.00	\$4097.00
Monthly Base Rate for 20 Hours per Week	\$1788.00	\$1919.00	\$2048.00
Monthly Base Rate for 10 Hours per Week	\$894.00	\$959.50	\$1024.25

REQUIRED QUALIFICATIONS:

Active enrollment and good academic standing in a CSULB graduate program during the semester employed. *Non-political science graduate students must have a bachelor's degree in political science or related discipline and a GPA of 3.0 or better. Demonstrated commitment to working successfully with an ethnically and culturally diverse campus community.

Possess the ability to learn, prepare, and perform assigned tasks.

Work cooperatively and professionally with faculty, staff, and other students.

PREFERRED QUALIFICATIONS

Teaching experience (e.g., supplemental instruction, tutorial work, or previous GA experience). Strong undergraduate and/or graduate academic record.

CSULB Political Science Graduate Student (actively enrolled and in good academic standing).

DUTIES

Attending all class meetings and taking thorough notes and keep up with the reading for the course.

Assisting faculty in evaluating the written work of students

Holds office hours (determine time/day in conjunction with faculty) and holds review sessions for students in advance of each class exam according to faculty instructions.

Being accessible for student questions via email and before and after class (along with the professor). Being visible and proactive with students so that they know GAs/ISAs are a resource for them and interacting professionally with students.

Being accessible via email or phone to the professor; responding promptly in communications

Proctor in-class/online exams (with instructor present) if needed and proctor make-up exams (during office hours) if needed.

POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED)

Application Deadline: Review of applications will begin July 15, 2024 for Fall 2024 and November 18, 2024 for Spring 2025

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.