**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**COLLEGE OF LIBERAL ARTS**

**DEPARTMENT OF HISTORY**

**Graduate Assistant - Position Description**

Recruitment #: 15/16 – GA - HIST

Position: Graduate Assistant opening in History

Effective Date: September 1, 2015 to January 31, 2016 (Fall 2015 Semester)

 February 1, 2016 to June 30, 2016 (Spring 2016 Semester)

**Minimum Qualifications:**

●Students must be enrolled in the History Graduate Program at CSULB.

●Completion of GWAR or equivalent.

●Evidence of strong writing skills.

●Ability to communicate effectively with an ethnically and culturally diverse campus community.

●Must be enrolled in a minimum of six (6) units in the semester of employment

**Desired/Preferred Qualifications:**

●Experience in tutoring,

●Experience leading discussions or in facilitating other learning skills in an educational environment.

**Duties:**

●Duties may include holding regular office hours for tutoring; meeting with department Graduate Assistant coordinator and faculty teaching History 172 and History 173, and offering in class presentations under the supervision of instructor requesting a presentation in writing for undergraduate History courses.

●Provide instruction to students in discipline-specific writing assignments.

**Salary Range:**

●$567.00-$649.75 per month, 10 hours/week.

**Required Documentation:**

●Letter of application addressing qualifications.

●Curriculum Vita (including current email address).

●Copy of SC-1 form. (Original form required of finalists.)

●Confirmation of current enrollment.

●List of three (3) recommenders minimum.

●Recent writing sample.

Required documentation, and requests for information should be addressed to:

**Dr. David A. Shafer; Department of History;**

**California State University Long Beach; 1250 Bellflower Boulevard, Long Beach, CA 90840-1601**

**E-mail submissions/inquiries to: Dr. David A. Shafer;** **david.shafer@csulb.edu****, (562) 985-4432**

**Application Deadline**: Position open until filled (or recruitment cancelled). Review of applications to begin July 13, 2015.

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