**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**](mailto:david.shafer@csulb.edu)**, (562) 985-4432**

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

*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.*