**California State University, Long Beach**

**College of Liberal Arts**

**Graduate Assistant Position**

**Recruitment: 17/18-GA-WRITING ACROSS CURRICULUM**

**Position: Graduate Assistant Openings**

**Effective Date: Fall Semester: September 1, 2017 – January 30, 2018**

 **Spring Semester: January 31, 2018 – June 30, 2018**

**Salary Range:** **Appointment for 5 hours per week (flexible work schedule to be determined) ranging range from $316-$362 per month, payable in five monthly installments per semester**

**Minimum Qualifications**:

* Current enrollment or acceptance in a Master’s degree program at CSULB and remain academically eligible as a graduate student
* Interest in learning how to conduct and become involved in an ethnography-based research project on writing practices and the teaching of writing
* Great interpersonal and communication skills
* Demonstrated potential or ability in recruiting participants for the research study
* Commitment to and/or expertise in communicating effectively with a culturally diverse student population

**Desired/Preferred Qualifications**:

* Ideal candidate has high interest in research on writing studies
* B.A. in English or current M.A. student in the Department of English. Other areas also considered, e.g., Linguistics, Sociology, Anthropology, Education
* Have a cumulative GPA of 3.0 or above

**Duties**:

* Perform group and/or individual survey collection on-campus (outdoors)
* Provide guidance to two to five volunteer assistants in the collection of surveys
* Participate and complete an Institutional Review Board (IRB) online for a Collaborative Institutional Training Initiative (CITI) training course (approximately four hours to complete) to become certified in conducting research with human subjects
* Assist with professional presentations and publications resulting from the research
* Correspond with survey participants via e-mail and/or telephone
* Maintain and organize files
* Additional research duties may be assigned as needed

**Required Documentation**:

* Letter of Application addressing interest in position, and research or career interests (one-page maximum).
* List of names and contact information (including e-mail address) for two to three references (do not include references with the letter of application).
* Proof of enrollment or admission as a graduate student.
* Submit a signed SC-1 form (for the selected hire employee **only**)

**Application Deadline:** Position open until filled.

Electronic submissions are highly encouraged.

All application materials should be sent as PDF documents to: john.scenters-zapico@csulb.edu.

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

Dr. John Scenters-Zapico, Director

Writing Across the Curriculum Program

California State University, Long Beach

1250 Bellflower Boulevard

Long Beach, California 90840-2403

john.scenters-zapico@csulb.edu

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