RECRUITMENT #: 15/16-GA-ANTH
POSITION: Graduate Assistants in Anthropology
EFFECTIVE DATE: September 1, 2015 to January 31, 2016 (Fall 2015 Semester)
February 01, 2016 to June 30, 2016 (Spring 2016 Semester)

Minimum Qualifications:
• BA in Anthropology or a related discipline appropriate to anthropological projects needing graduate assistants.
• Candidates must be currently enrolled as graduate student at CSULB (minimum 6 units) and may not be employed for more than a total of six semesters at CSULB.
• Candidates must have the ability to communicate effectively with an ethnically and culturally diverse campus community.

Desired/Preferred Qualifications:
• M.A. student in the Department of Anthropology or graduate student in good standing.
• Experience with various computer software programs.
• Organizational skills, team player, flexible work style, and problem-solver.

Salary Range:
• Full-time appointment (20 hours per week) $1157.50. Paid in five monthly installments.
• Half-time appointment (10 hours per week) $578.75. Paid in five monthly installments.

Duties: The Department of Anthropology hires graduate assistants depending on budget, departmental need, qualifications, and performance. The position is for one semester with a possibility of renewal for a second semester. Available GA positions may include 1) Lab/Research/Course Assistant(s), 2) Assistant(s) to the Department, 3) Historical Research/Archive Project; and 4) Other. Duties may include:
• Maintenance of lab hardware and software; responsibility for equipment and for upkeep of the lab; checking equipment in and out; assisting students working in the lab; and assisting faculty responsible for the lab.
• Assist with departmental work, including grading, BeachBoard assistants, various kinds of analyses, department events, and other department-maintenance and promotional work.
• Assist in cataloging historical documents and research.

Required Documentation:
Department application form (please request form from department – see below);
Proof of enrollment;
Resume with current address, email address and phone number;
SC-1 form (original required for finalists hired by the department).

Application Due Date: Review of applications to begin on Friday, August 05, 2015 for Fall 2015 semester and on January 05, 2016 for the Spring 2016 semester. Applications, required documentation, and/or requests for information should be addressed to:
Dr. Karen Quintiliani
Chair, Department of Anthropology
1250 Bellflower Blvd, Long Beach, CA 90840-1003 and email to Mitra.Baghdadi@csulb.edu
Phone: 562-985-5171

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.