**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**DEPARTMENT OF ANTHROPOLOGY**

**GRADUATE ASSISTANTS** **OPENING**

**RECRUITMENT #:** 16/17-GA-ANTH

**POSITION:** Graduate Assistants in Anthropology

**EFFECTIVE DATE:** September 1, 2016 to January 31, 2017 (Fall 2016 Semester)

 February 01, 2017 to June 30, 2017 (Spring 2017 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.

**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* Assist in cataloging historical documents and research.

**Salary Range**:

* Quarter to Half-time appointment 10-20 hours a week

|  |
| --- |
| **GRADUATE ASSISTANT PAY RATES** |
|  | **Step 1**(1st 2 semesters) | **Step 2**(2nd 2 semesters) | **Step 3**(3rd 2 semesters) |
| FT Base Rate | $2315.00 | Step 2=$2484.00 | Step 3=$2651.00 |
| (20 hrs/wk=.5) | $1157.50 | Step 2=$1242.50 | Step 3=$1325.50 |
| (10hrs/wk=.25) | $578.75 | Step 2=$621.00 | Step 3=$662.75 |

**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 (only if hired by the department).

**Application Due Date**: Review of applications to begin on Friday, August 01, 2016 for Fall 2016 semester and on January 02, 2017 for the Spring 2017 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.*