**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**COLLEGE OF LIBERAL ARTS**

**DEPARTMENT OF HISTORY**

**Graduate Assistant - Position Description**

Recruitment #: 16/17-GA-HIST

Position: Graduate Assistant opening in History

Effective Date: September 1, 2016 to January 31, 2017 (Fall 2016 Semester)

February 1, 2017 to June 30, 2017 (Spring 2017 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.

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

●Confirmation of current enrollment.

●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**

**Submissions and inquiries should be addressed to: Dr. David A. Shafer;** [**david.shafer@csulb.edu**](mailto:david.shafer@csulb.edu)**, (562) 985-4431**

**Application Deadline**: Position open until filled (or recruitment cancelled). Review of applications to begin July 1, 2016.

*In addition to meeting fully its obligations of nondiscrimination under federal and state law, CSULB is committed to creating a community in which a diverse population can live, learn, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, or other personal characteristics or beliefs. An Equal Opportunity Employer.*