**California State University, Long Beach**

**College of Liberal Arts**

**Office of the Dean**

**Graduate Assistant Position**

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

**Position: Graduate Assistant Opening – College of Liberal Arts**

**Effective Date: Spring Semester: February 1, 2017 – June 30, 2017**

**Salary Range:**

**Full-time appointment (20 hours per week) paid in five monthly installments of $1,192 to $1,365 each.**

**MINIMUM QUALIFICATIONS:** (1) Active enrollment in a CSULB Graduate Program for at least 6 units during the semester employed. (2) Undergraduate degree from an accredited institution. (3) Ability to communicate effectively with an ethnically and diverse campus community. (4) Experience with Microsoft Office applications (Word, Excel). (5) Good academic standing with the university.

**DESIRED/PREFERRED QUALIFICATIONS:** Candidates must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students. Experience working in an office environment. Past internship experience in any setting preferred. Proven experience working in teams and collaboration on projects. Excellent organizational skills. Excellent written and verbal communication skills.

**DUTIES:** Assist with the tracking and assessment of College of Liberal Arts internship courses. Coordinate professional development events for internship students. Assist with trainings and processing affiliation agreements for new host agencies. Work closely with the Associate Dean on other projects as assigned.

**REQUIRED DOCUMENTATION:** (1) A letter of application addressing the student’s qualifications for the position.

 (2) SC-1 form is required of finalists. (3) Proof of enrollment.

**APPLICATION DEADLINE:** Review of applications to begin January 16, 2017.

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

Dr. Beth Manke

Associate Dean

College of Liberal Arts, Office of the Dean (CLA)

California State University, Long Beach

Long Beach, California 90840-2409

562-985-2746

Beth.Manke@csulb.edu

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