

**CALIFORNIA STATE UNIVERSITY, LONG BEACH**  
Department of Africana Studies / Instructional Student Assistant 2024-2025

**POSITION:** Instructional Student Assistant – Department of Africana Studies

**RECRUITMENT #:** 24/25-ISA-AFRS

**EFFECTIVE DATE:** August 19, 2024 / Fall Semester (Contingent on Budget)  
January 21, 2025 / Spring Semester (Contingent on Budget)

**SALARY RANGE:** \$17.01 to \$22.70 per hour. Up to 20 hours per week

**MINIMUM QUALIFICATIONS:** (1) Currently admitted or enrolled in a CSULB degree program and remain academically eligible during the semester of employment. (2) Demonstrate skills in office environment, computer proficiency with MS Word, Excel, ability to handle multiple detailed tasks simultaneously, and excellent oral, written and interpersonal skills.

**DESIRED/PREFERRED QUALIFICATIONS:** Ability to work effectively with students, faculty, staff and general public. Ability to communicate with an ethnically and culturally diverse campus community. Demonstrate skills as research assistant, editorial assistant and graphic designer.

**DUTIES:** Meet and greet students, faculty, staff and public; respond to inquiries via email and phone; provide students with requested forms; provide clerical support and cover the front office, answer phones, provide administrative duties in support of the department including creating, copying and filing documents; search as research assistant, editorial assistant and technical assistant; complete campus errands.

The Department of Africana Studies at California State University, Long Beach welcomes and encourages diversity. We seek applicants and nominations from those who have experience teaching, mentoring, and developing research in ways that effectively address individuals from historically underrepresented backgrounds. The University seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain excellence of the University, and to offer our students richly varied disciplines, perspectives and ways of knowing and learning. California State University, Long Beach is an affirmative action/equal opportunity employer.

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

**REQUIRED DOCUMENTATION:** (1) A letter of application addressing all qualifications for the position. (2) Instructional Student Assistant Application Form.

**POSITION OPEN UNTIL FILLED** (or recruitment canceled). Review of applications will begin immediately.

**APPLICATION DEADLINE:** Applications should be directed to the attention of Chimbuko Tembo, Administrative Support Coordinator, Department of Africana Studies, [chimbuko.tembo@csulb.edu](mailto:chimbuko.tembo@csulb.edu)

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.