

California State University, Long Beach
College of Liberal Arts
Department of Economics
INSTRUCTIONAL STUDENT ASSISTANT POSITION OPENING

RECRUITMENT #: 2024/25-ISA-Economics
POSITION: Instructional Student Assistant in Economics
EFFECTIVE DATE: Fall Semester: August 19, 2024 to December 24, 2024
Spring Semester: January 21, 2025 to May 23, 2025
SALARY RANGE: \$17.01 to \$22.70 per hour, up to 20 hours per week

REQUIRED QUALIFICATIONS:

- Currently admitted or enrolled in a CSULB degree program and remain academically eligible during the semester of employment.
- Must be able to work between the hours of 8:00 a.m. and 5:00 p.m.
- Demonstrated commitment to working successfully with an ethnically and culturally diverse campus community.
- Possess the ability to learn, prepare, and perform assigned tasks.
- Work cooperatively and professionally with faculty, staff, and other students.

PREFERRED QUALIFICATIONS:

- Strong undergraduate GPA (preferably with a grade of "A" in ECON 310, 311, and 380).
- Classroom experience (e.g., supplemental instruction, tutorial work, or previous grading experience).
- Ability to hold office hours for students in the course(s) assigned in coordination with the primary instructor.

DUTIES:

- Attend classes in preparation for instructional supervision
- Preparation of supplemental materials
- Lead optional review/question and answer sessions
- Proctor exams
- Assist instructor with teaching platform during class
- Evaluate student assignments
- Maintain/submit student records
- Hold office hours
- Maintain good academic standing and attend the Economics ISA orientation

CSULB seeks to recruit employees who enthusiastically support the University's strong commitment to the academic success of all of our students, including students of color, students with disabilities, students who are first generation to college, veterans, students with diverse socio-economic backgrounds, and students of diverse sexual orientations and gender expressions. CSULB seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the People of California, to maintain the excellence of the University, and to offer our students a rich variety of expertise, perspectives, and ways of knowing and learning.

Information on the excellent benefits package available to CSULB faculty is located here:

<https://www.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf>

REQUIRED DOCUMENTATION:

- A letter of application addressing the student's interest and qualifications for the position, including contact information, as well as a statement affirming eligibility requirements are met.
- Resume with current email address and contact phone number.
- Indicate preferences for course, instructors, and times, if applicable.
- Printed proof of enrollment listing courses and units.

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.

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

Dr. Yutian (Kate) Chen, Chair
Department of Economics, California State University, Long Beach
Long Beach, California 90840-2007
Phone # 562/985-5061
Email: econ@csulb.edu

POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED)

Application Deadline: July 1, 2024 for Fall 24 consideration and December 1, 2024 for Spring 25 consideration

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