

CALIFORNIA STATE UNIVERSITY, LONG BEACH
Department of Political Science / Instructional Student Assistant 2024-2025

POSITION: Instructional Student Assistant – POSC

RECRUITMENT #: 24/25-ISA-POSC

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:

- Currently admitted or enrolled in a CSULB degree program and remain academically eligible during the semester of employment.
- Cumulative GPA of 3.5 or higher
- Able to communicate effectively with an ethnically and culturally diverse campus community.

DESIRED/PREFERRED QUALIFICATIONS:

- Grade of "A" in POSC 100
- Preference will be given to Political Science undergraduate students.

DUTIES:

- Attend all class meetings and take thorough notes
- Keep up with the reading for the course
- Assist faculty in evaluating the written work of students
- Hold weekly office hours (time/day determined in conjunction with the course instructor)
- Hold review sessions for students (according to faculty instructions)
- Be accessible for student questions via email and before and after class (along with the course instructor).
- Be visible and proactive with students
- Be accessible via email or phone to the professor; responding promptly in communications
- Check departmental mailbox regularly
- Communicate promptly and professionally with students
- Proctor in-class exams (as needed)
- Proctor make-up exams (as needed, during office hours)

The Department of Political Science 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) Letter of Application (2) Resume with current email address and contact phone number (3) Two Letters of Recommendation (4) Unofficial Transcript(s) (5) Instructional Student Assistant Application Form.

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

APPLICATION DEADLINE: Applications, required documentation, and/or requests for information should be directed to the attention of

Dr. Amy Rasmussen, Chair, Department of Political Science,
Amy.Rasmussen@csulb.edu; 562-985-4705.
California State University, Long Beach, 1250 Bellflower Boulevard, SPA-257, Long Beach, CA 90840-4605.

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.

CSULB

Student Assistant & Instructional Student Assistant Application

Applicant Information

Are you a Federal Work Study student? Yes No Not Sure

Name (Last, First Middle)

Street Address

City, State

E-mail Address

Major

Are you presently enrolled at CSULB for 12 or more units? Yes No

Position applying for:

Expected graduation date:

Semester Applying for

Student ID Number

Zip Code

Phone Number

Alternate Phone Number

Employment History

Have you worked for any department at CSULB? Yes No If yes, where?

Supervisor's Name Phone Number

Reason for leaving

Are you currently employed? Yes No

List most recent first

Name of employer

Street Address

City, State, Zip Code

May we contact? Yes No

Supervisor

Phone Number

Hourly Rate

Hours per week

Reason for leaving

Name of employer

Street Address

City, State, Zip Code

Supervisor

Phone Number

Hourly Rate

Reason for leaving

Skills

List office machines, computer software or hardware, tools, vehicles, machinery, equipment, etc. that are applicable to the job for which you are applying:

Availability

How many hours a week are you able to work? _____

Are you willing to work weekends? Yes No Evenings? Yes No

When are you available to start working? _____

Please check the hours that you are available to work

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7 AM							
7 - 8 AM							
8 - 9 AM							
9 - 10 AM							
10 - 11 AM							
11 - 12 PM							
12 - 1 PM							
1 - 2 PM							
2 - 3 PM							
3 - 4 PM							
4 - 5 PM							
5 - 6 PM							
6 - 7 PM							
7 - 8 PM							
8 - 9 PM							
9 - 10 PM							
10 - 11 PM							
11 - 12 AM							

Are you currently authorized to work in the United States? Yes No

If No, please state your current immigration status: _____

Have you ever been convicted of any felony offense? Yes No

If yes, list the circumstances, places, and dates on a separate sheet.

ATTENTION: READ BEFORE SIGNING

Student employees may not work in excess of 20 hours per week during the Fall and Spring Semesters.

I certify that the statements made by me on this application are truthful and accurate, and in the event that any of the statements are false, I understand that I will be subject to dismissal.

SIGNATURE

DATE