**California State University, Long Beach College of Liberal Arts**

**Office of the Dean, CLA Internship Program**

**STUDENT ASSISTANT**

**POSITION OPENING**

## RECRUITMENT #: 2024-SA-CLA

**POSITION: Student Assistant in College of Liberal Arts, Internship Program EFFECTIVE DATE:** Winter/Spring 2024: January 2, 2024 to May 24, 2024

**SALARY RATE RANGE: Salary ranges as follows (hourly)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Assistant Salary Rate Range** | | | |
| **Classification** | **Min** | **Mid** | **Max** |
| Level A: Entry Level/Assistant | $15.50 | $17.00 | $18.50 |
| Level B: Specialist | $17.00 | $19.00 | $21.00 |
| Level C: Experienced (Requires ASM Approval) | $19.00 | $21.00 | $23.25 |

## REQUIRED QUALIFICATIONS:

* Cumulative undergraduate GPA of 2.5
* Demonstrated commitment to working successfully with a diverse student population.
* Experience with Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, Qualtrics
* Good academic standing with the university

## PREFERRED QUALIFICATIONS:

* Ability to work cooperatively with faculty, staff, and other students.
* Ability to learn and operate computer systems to enter data, and process information.
* Ability to working in both an office setting and virtual office environment.
* Excellent organizational skills, and proven experience working in teams and collaboration on projects.
* Excellent written and verbal communication skills.
* Experience with statistical software and survey platforms (ex. SPSS, Qualtrics)
* Past internship experience in any setting.
* First year graduate student or graduate student with at least one more academic year remaining to complete their degree is preferred.

## DUTIES:

* Assist with the tracking and assessment of the College of Liberal Arts internship courses.
* Assist with program evaluation and logistical support of student workshops.
* Coordinate and present professional development events for internship students
* Plan and manage day of logistics for internship related events.
* Outreach to students, faculty, and staff regarding internship related announcements and events
* Maintain and update the CLA Internship Partner website.
* Assist with trainings of new community agencies and organizations.
* Research local agencies and organizations to initiate internship partnerships.
* Meet one-on-one to provide internship advising to students seeking internships and enrolled in internship courses.
* Work closely with the Career Readiness & Internship Programs Specialist on a variety of special projects assigned.

*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 excellent benefits package available to CSULB faculty is located here:*

*https://www2.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf*

## REQUIRED DOCUMENTATION:

* Resume or CV
* Cover letter of application addressing the required and preferred qualifications and including research and career interests
* Printout/digital copy of graduate enrollment including courses and units.
* Applicants offered employment will be required to submit an SC- 1 application form provided by the department (if hired, will be provided by the department)

*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:

Jolene McCall CLA Internship Program

California State University, Long Beach Long Beach, California 90840-2007

Jolene.McCall@csulb.edu

# POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED)

**Application Deadline:** Due Friday, December 15th

*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.*