

CALIFORNIA STATE UNIVERSITY, LONG BEACH
DEPARTMENT OF JOURNALISM & PUBLIC RELATIONS
Instructional Student Assistant 2023-2024

POSITION: Instructional Student Assistant (ISA) – Journalism & Public Relations

EFFECTIVE DATE: August 17, 2023 / Fall Semester

SALARY RANGE: \$16.20 per hour

MINIMUM QUALIFICATIONS:

- Enrolled in a CSULB degree program
- Cumulative GPA of 3.0 or higher
- Ability to communicate effectively with a diverse campus community.

DESIRED/PREFERRED QUALIFICATIONS:

- Earned an “A” in at least one of the following courses, JOUR 104, JOUR 110 or JOUR 160
- Journalism or Public Relations Major

DUTIES:

- Attend all in-person class meetings, when applicable
- Monitor discussion forum activity or social media posts, when applicable
- Keep up with the reading for the course
- Assist faculty in evaluating student work
- Hold 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 or Zoom and before and after class
- Communicate promptly and professionally with students
- Respond promptly to instructor communications via email or phone

REQUIRED DOCUMENTATION: (1) Application letter addressing the required and preferred qualifications (2) Resume with current email address and contact phone number (3) Unofficial transcripts (4) Instructional Student Assistant Application Form.

Review of applications will begin immediately; positions open until filled or recruitment canceled.

Applications, required documentation, and/or requests for information should be directed to **Dr. Jennifer Fleming, Chair, Department of Journalism & Public Relations (E: Jennifer.Fleming@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 identity, sexual orientation, marital status, disability, medical condition, age, Vietnam era veteran status, or any other veteran's status. CSULB is an Equal Opportunity Employer.