

California State University, Long Beach
College of Liberal Arts
Department of POLITICAL SCIENCE
GRADUATE ASSISTANT POSITION OPENING

RECRUITMENT #: 2024/25-GA-POSC
POSITION: Graduate Assistant in POLITICAL SCIENCE
EFFECTIVE DATE: Fall Semester: August 19, 2024, to December 24, 2024
Spring Semester: January 21, 2025 to May 23, 2025
SALARY RANGE: Salary ranges as follows (per month per semester)

GRADUATE ASSISTANT PAY RATES			
	Step 1 (1st 2 semesters)	Step 2 (2nd 2 semesters)	Step 3 (3rd 2 semesters)
Monthly Full Time Base Rate	\$3576.00	\$3838.00	\$4097.00
Monthly Base Rate for 20 Hours per Week	\$1788.00	\$1919.00	\$2048.00
Monthly Base Rate for 10 Hours per Week	\$894.00	\$959.50	\$1024.25

REQUIRED QUALIFICATIONS:

- Active enrollment and good academic standing in a CSULB graduate program during the semester employed. *Non-political science graduate students must have a bachelor's degree in political science or related discipline and a GPA of 3.0 or better.
- 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:

- Teaching experience (e.g., supplemental instruction, tutorial work, or previous GA experience).
- Strong undergraduate and/or graduate academic record.
- CSULB Political Science Graduate Student (actively enrolled and in good academic standing).

DUTIES:

- Attending all class meetings and taking thorough notes and keep up with the reading for the course.
- Assisting faculty in evaluating the written work of students
- Holds office hours (determine time/day in conjunction with faculty) and holds review sessions for students in advance of each class exam according to faculty instructions.
- Being accessible for student questions via email and before and after class (along with the professor). Being visible and proactive with students so that they know GAs/ISAs are a resource for them and interacting professionally with students.
- Being accessible via email or phone to the professor; responding promptly in communications
- Proctor in-class/online exams (with instructor present) if needed and proctor make-up exams (during office hours) if needed.

POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED)

Application Deadline: Review of applications will begin July 15, 2024 for Fall 2024 and November 18, 2024 for Spring 2025