

CALIFORNIA STATE UNIVERSITY, LONG BEACH
COLLEGE OF LIBERAL ARTS

DEPARTMENT OF ENGLISH

Unless stated otherwise, appointments are effective for one semester.

RECRUITMENT #707

POSITION: Department of English Composition Graduate Assistant Openings
EFFECTIVE DATE: Fall: August 24, 2009
Spring: January 22, 2010 (contingent upon budgetary funds)

MINIMUM QUALIFICATIONS:

- Candidates must be enrolled as graduate students at CSULB.
- Must be able to communicate effectively with an ethnically and culturally diverse campus community.
- Graduate students may not be employed for more than six semesters.

DESIRED/PREFERRED QUALIFICATIONS:

- Outstanding written and oral communication skills.
- Superb organizational skills.
- Experience in web design, editing, and website maintenance.
- Experience with using computers to carry out administrative duties and perform research.

DUTIES:

- Assist the Composition Coordinators with administrative duties pertaining to the CSULB Composition Program
- Edit and maintain the Composition Program website
- Maintain the Beach Beginnings Beach beachboard site
- Communicate with Composition Faculty
- Participate in the Composition Committee by taking and posting meeting notes
- Conduct research as directed by the Composition Coordinators

SALARY RANGE:

Commensurate with training and experience.

- Part-time appointment (10 hours per week) \$549 to \$629. Paid in five monthly installments.

REQUIRED DOCUMENTATION:

Letter of application; résumé, including a current e-mail address; three letters of recommendation (one of which MUST be from an off-campus reference); transcript from institution awarding B.A. degree and showing its completion, and a writing sample (maximum 12 pages).

POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED).

Review of applications to begin May 15, 2009 for Fall; October 15, 2009 for Spring. Applications, required documentation, and/or requests for information should be addressed to:

Dr. Eileen S. Klink, Chair
Department of English
California State University, Long Beach
1250 Bellflower Boulevard
Long Beach, CA 90840-2403

Inquiries should be addressed to: Benjamin Blanchard (bblancha@csulb.edu) (562) 985-9293

In addition to meeting fully its obligations of nondiscrimination under federal and state law, 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 economic status, ethnic background, political views, or other personal characteristics or beliefs. An EO employer.