

CALIFORNIA STATE UNIVERSITY, LONG BEACH  
COLLEGE OF LIBERAL ARTS

**DEPARTMENT OF ENGLISH**

*Unless stated otherwise, appointments are effective for one semester.*

**RECRUITMENT #708**

**POSITION:** Department of English, ENGL ED Graduate Assistant Openings

**EFFECTIVE DATE:** Fall: August 24, 2009  
Spring: January 22, 2010 (contingent upon budgetary funds)

**MINIMUM QUALIFICATIONS:**

- Candidates must be currently 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.
- Experience using computers in administrative and instructional settings such as web design and/or graphics.

**DUTIES:**

- File documents from Single Subject Office, e.g., internship letters, waiver statements, applications, etc.
- Collect and file 300 G and student teacher files.
- Organize materials for university supervisors.
- Direct students to appropriate faculty for advisement.
- Assist English Education coordinators with student teacher placements.
- Maintain and update English Education web site.
- Communicate electronically with faculty.
- Arrange parking and book rooms for meetings.
- Maintain and update student teaching databases.
- Keeping English Education bulletin board up to date.

**SALARY RANGE:**

Commensurate with training and experience.

- Full-time appointment (20 hours per week) \$1098. Paid in five monthly installments.

**REQUIRED DOCUMENTATION:**

Letter of application addressing qualifications and stating research and teaching interests; curriculum vitae, with current e-mail address; three letters of recommendation; transcript from institution awarding the highest degree; and any other documentation required by the department. Employment is contingent upon proof of the legal right to work in the United States. This proof must be provided prior to employment at the university. An appointment is not final until proof is provided.

**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

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.