

CALIFORNIA STATE UNIVERSITY, LONG BEACH
COLLEGE OF LIBERAL ARTS

DEPARTMENT OF ENGLISH

Unless stated otherwise, appointments are effective for one semester.

RECRUITMENT #706

POSITION: Department of English 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 English Department Office.
- Responsible for English curricular and credential materials.
- Organize materials for English Department.
- Direct students to appropriate faculty for advisement.
- Serve as Receptionist.
- Assist with scholarship application and review process.
- Assist chair and Undergraduate Advising Coordinator with special projects.
- Assist Office Manager with the short-term and long-term office reorganization.
- Generate correspondence for various departmental needs and, for faculty and students.
- Establish and edit new Department-sponsored journal of literary criticism.
- Receive and distribute mail.
- Keeping English bulletin board up to date.

SALARY RANGE:

Commensurate with training and experience.

- Full-time appointment (20 hours per week) \$1098 to \$1257. Paid in five monthly installments.

REQUIRED DOCUMENTATION:

Letter of application addressing qualifications and stating research and teaching interests; curriculum vita, including a current e-mail address; three letters of recommendation; transcript from institution awarding the highest degree; and any other documentation required by the department.

POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED).

Review of applications to begin May 15, 2008 for Fall; October 15, 2008 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.