

**California State University, Long Beach**  
**College of Liberal Arts**  
**Dean's Office**  
**Graduate Assistant Position**

**Recruitment #:** 22/23-GA-CLA-DATA FELLOWS  
**Position:** Graduate Assistant Openings in CLA Dean's Office  
**Effective Date:** Fall Semester: August 17, 2022 to December 23, 2023  
Spring Semester: January 19, 2023 to May 19, 2023

**Salary Range:** Salary ranges as follows (per month per semester)

<b>GRADUATE ASSISTANT PAY RATES</b>			
	<b>Step 1</b> (1st 2 semesters)	<b>Step 2</b> (2nd 2 semesters)	<b>Step 3</b> (3rd 2 semesters)
Monthly Full Time Base Rate	\$3406.00	\$3655.00	\$3902.00
Monthly Base Rate for 20 Hours per Week	\$1703.00	\$1827.50	\$1951.00
Monthly Base Rate for 10 Hours per Week	\$851.50	\$913.75	\$975.50

**Minimum Qualifications:**

- B.A. or B.S. degree
- Must be enrolled and in good standing with a CSULB graduate program.
- Ability to work with diverse populations and utilize strong communication skills
- Basic knowledge of SPSS software or SAS
- Strong attention to detail and ability to follow instructions
- Strong organizational and time management skills
- Team player with a positive attitude
- Effective and independent worker
- Ability to maintain confidentiality
- Demonstrated commitment to working successfully with a diverse student and faculty population

**Preferred Qualifications:**

- Experience with data cleaning and/or merging
- Data Visualization skills
- Library research skills, e.g. developing annotated bibliography and literature review

**Duties:**

- Work with the CLA Data Fellows Team on a research project examining student attrition

Research

- Work with CLA Data Fellows team
- Gain and demonstrate a thorough understanding of CLA
- Undertake data file activities to support the College of Liberal Arts Data Fellows, e.g. assist with data cleaning and merging using SPSS or SAS
- Undertake additional research activities, e.g. conduct literature review on attrition and construct annotated bibliography

Planning

- Provide coordination and support for a quantitative research project
- Create and disseminate research project materials in partnership with Data Fellows team

Implementation and Evaluation

- Maintain communications with supervisor, CLA staff, and CLA departments as needed
- Create a summary report at the end of the semester

*CSULB seeks to recruit employees who enthusiastically support the University's strong commitment to the academic success of all of our students, including students of color, students with disabilities, students who are first generation to college, veterans, students with diverse socio-economic backgrounds, and students of diverse sexual orientations and gender expressions. CSULB seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the People of California, to maintain the excellence of the University, and to offer our students a rich variety of expertise, perspectives, and ways of knowing and learning.*

Information on excellent benefits package available to CSULB faculty is located here:

<https://www2.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf>

**Required Documentation:**

- Letter of application addressing qualifications and stating research and career interests
- Resume
- Printout of graduate enrollment including courses and units
- Applicants offered employment will be required to submit an SC- 1 application form provided by the department

*The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.*

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**Application Deadline:** Reviews of applications will begin October 15, 2022. Required documentation, and/or requests for information/questions should be emailed with the subject line "CLA Data Fellows GA 2021" to:

Dr. Brett Mizelle, Chair  
Brett.Mizelle@csulb.edu  
Phone # 562/985-4424

*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 identification, sexual orientation, marital status, disability, medical condition, age, political affiliation, Vietnam era veteran status, or any other veteran's status. CSULB is an Equal Opportunity Employer.*