**California State University, Long Beach**

**College of Liberal Arts**

**Department of Romance, German, Russian Languages & Literatures (RGRLL)**

**GRADUATE ASSISTANT POSITION OPENING**

**RECRUITMENT #:**  **2024/25-GA-RGRLL**

**POSITION: Graduate Assistant in Department of Romance, German, Russian Languages & Literatures (RGRLL)**

**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)**

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| --- | --- | --- | --- |
| **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 in one of RGRLL’s MA programs (French, German, Italian, Spanish) during the semester employed and a GPA of 3.0 or better.

• Three (3) semesters of experience as a Teaching Associate in one of RGRLL’s language programs (preferably at various levels and in different teaching modalities).

• Demonstrated commitment to working successfully with an ethnically and culturally diverse campus community.

• Ability and willingness to learn, prepare, and perform assigned tasks.

• Work cooperatively and professionally with faculty, staff, and other students.

**PREFERRED QUALIFICATIONS:**

• Strong undergraduate and/or graduate academic record.

• Other experience (e.g., supplemental instruction, tutorial work, or previous GA experience).

• Recent experience learning a foreign language or intermediate proficiency in a language other than English and the language of the applicant’s MA program in RGRLL.

**DUTIES:**

• Work as mentor with new Teaching Associates in their given language program (help with ideas for lesson planning, creating class activities, observe classes, etc.).

• Assist the Language Program Coordinator with the preparation and organization of workshops and the fall semester orientation.

• Assist the Language Program Coordinator with content creation such as standardized quizzes/exams etc. for the various language levels and teaching modalities.

• Conduct research to find useful and applicable best practices related to the integration of technology (social media, various media in general, machine translation tools).

• Assist with the implementation of RGRLL’s assessment plan.

• Hold weekly office hours (time/day determined in conjunction with the course instructor.

• Communicate promptly and professionally with the Language Program coordinator and Teaching Associates.

• Be accessible to the Language Program coordinator and Teaching Associates via Zoom, email, or phone; respond promptly in communications.

• Other tasks as assigned.

*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://www.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf>

**REQUIRED DOCUMENTATION:**

**•** Cover **l**etter of application addressing the required and preferred qualifications and including research and career interests

**•** 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.*

**Applications, required documentation, and/or requests for information should be addressed to:**

Dr. Aparna Nayak, Chair

Department of Romance, German, Russian Languages and Literatures

California State University, Long Beach

Long Beach, California 90840-2007

Phone # 562/985-2670

[Aparna.Nayak@csulb.edu](mailto:Aparna.Nayak@csulb.edu)

**POSITION OPEN UNTIL FILLED** **(OR RECRUITMENT CANCELLED)**

**Application Deadline:** August 1, 2024 and Spring Semester: January 1, 2025

*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.*