

CALIFORNIA STATE UNIVERSITY, LONG BEACH
DEPARTMENT OF HUMAN DEVELOPMENT / Instructional Student Assistant 2025-2026

POSITION: Instructional Student Assistant – Human Development

RECRUITMENT #: 25/26-ISA-HDEV

EFFECTIVE DATE: Fall Semester: August 18, 2025 to December 24, 2025 (Contingent on Budget)
Spring Semester: January 20, 2026 to May 22, 2026 (Contingent on Budget)

SALARY RANGE: \$17.86 to \$23.84 per hour, up to 8 hours per week

MINIMUM QUALIFICATIONS: (1) Currently admitted or enrolled in a CSULB degree program and remain academically eligible during the semester of employment. (2) Cumulative GPA of 3.0 or higher in all courses at CSULB.

DESIRED/PREFERRED QUALIFICATIONS: Candidates must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility.

DUTIES: Attend course lectures, read and evaluate student papers, proctor examinations, perform individual and /or group tutoring, maintain student records, evaluate student's assignments, tasks as assigned by faculty.

CSULB and the Department of Human Development seeks to recruit faculty 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.

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.

REQUIRED DOCUMENTATION: (1) A letter of application addressing all qualifications for the position. (2) Resume with current E-mail address (3) Unofficial Transcripts (4) Instructional Student Assistant Application Form. <http://www.cla.csulb.edu/forms-policies-and-procedures/student-assistant-forms/>

APPLICATION DEADLINE: Position open until filled (or recruitment canceled). Review of applications to begin immediately. Applications should be directed to the attention of:

Kimberly Kelly, Chair
Department of Human Development (LA3-202)
California State University, Long Beach
1250 Bellflower Boulevard, Long Beach, 90840
(562) 985-4344
Kim.Kelly@csulb.edu

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.

CALIFORNIA STATE UNIVERSITY, LONG BEACH
DEPARTMENT OF HUMAN DEVELOPMENT / Instructional Student Assistant 2025-2026

POSITION: **Statistics Tutor- Human Development**

RECRUITMENT #: **25/26-ISA-HDEV**

EFFECTIVE DATE: Fall Semester: August 18, 2025 to December 24, 2025 (Contingent on Budget)
Spring Semester: January 20, 2026 to May 22, 2026 (Contingent on Budget)

SALARY RANGE: Instructional Student Assistant \$17.86 to \$23.84 per hour, 10 hours per week

MINIMUM QUALIFICATIONS: (1) Currently admitted or enrolled in a CSULB degree program and remain academically eligible during the semester of employment. (2) Cumulative GPA of 3.0 or higher in all courses at CSULB.

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DUTIES: Attend course lectures, read and evaluate student papers, proctor examinations, perform individual and /or group tutoring, maintain student records, evaluate student's assignments, tasks as assigned by faculty.

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CLA Internship Ambassador Program
DEPARTMENT OF HUMAN DEVELOPMENT AND COLLEGE OF LIBERAL ARTS |
Career Readiness & Internship Program
Fall 2025

JOB DESCRIPTION

The Department of Human Development (HDEV) as part of the College of Liberal Arts Career Readiness and Internship Program is looking for a graduate or undergraduate student during the Fall 2025 academic semester, to provide administrative, student services, and outreach related support to the HDEV Internship Program. The position is designed for a student to gain experience offering administrative program support to HDEV, liaison with CLA, event planning, and mentoring students enrolled in current internship classes. The Student Ambassador will actively participate in an array of activities including strategy, presentations, communications, and community management.

Students will meet once a week for professional development with the HDEV Internship Coordinator, date and time TBA. An additional eight to ten hours a week of work will be required outside of these meetings. Occasional event coverage in the evenings or on weekends may be required. Students can expect to commit about 8 hours a week to this position over the course of the semester.

Pay: \$17.86 / hour

DUTIES & RESPONSIBILITIES

Ambassadors are required to make a 8/hour a week commitment for at least one semester and the appointment can extend into two semesters.

- Work closely with HDEV Internship Coordinator to support department internship program
- Assist HDEV students who plan to enroll in HDEV 470 with access to resources and information to search and secure internships
- Assist in the planning and implementation of HDEV Internship activities and events
- Assist in program evaluation

All Ambassadors:

- Participate in an orientation and on-going professional development training with the CLA Internship Specialist (1-hour a week)
- Participate as student panelists for internship related panels and workshops
- Serve as a conduit between CLA Internship Program, departments, and students
- Assist students enrolled in internship classes with access to resources and information to search and secure internships
- Assist in the tracking and maintaining of internship placement information
- Research career readiness resources and create digital guides for student participants
- Create and maintain a digital portfolio to track and assess student success
- Coordinate and organize student focused events, such as professional development workshops, student & employer panels, and internship fairs. This will require advanced design thinking skills and experience with this approach, leadership, creativity, and organizational skills.

QUALIFICATIONS/ SKILLS REQUIRED

- Current CLA graduate or undergraduate student and in good academic standing
- Previous work or internship experience
- Basic knowledge of using technology and software
- Strong attention to detail and ability to follow instructions
- Strong organizational and time management skills
- Team player with a positive attitude
- Effectively work independently
- Ability to work with diverse populations and utilize strong customer service skills
- Ability to maintain confidentiality

APPLICATION INSTRUCTIONS

Submit resume and cover letter to Ann Kim, Ann.Kim2@csulb.edu with the subject line “HDEV Internship Ambassador.”

INTERN SUPERVISOR

Ann Kim, PhD., Internship Coordinator, Department of Human Development
email: Ann.Kim2@csulb.edu

If you have any questions, contact Dr. Kim.