

California State University, Long Beach
College of Liberal Arts
Department of Political Science
INSTRUCTIONAL STUDENT ASSISTANT POSITION OPENING

RECRUITMENT #: 2025/26-ISA-POSC
POSITION: Instructional Student Assistant in Political Science
EFFECTIVE DATE: Fall Semester: August 18, 2025 to December 24, 2025
Spring Semester: January 20, 2026 to May 22, 2026
SALARY RANGE: \$17.86 to \$23.84 per hour, depending on experience and skills. Up to 20 hours per week.

REQUIRED QUALIFICATIONS:

- Must be enrolled in a CSULB degree program
- B.A. or B.S. degree in Political Science or related field
- Cumulative GPA of 3.5 or higher
- Demonstrated commitment to working successfully with a diverse student population

PREFERRED QUALIFICATIONS:

- Grade of "A" in POSC 100
- Preference will be given to Political Science undergraduate students

DUTIES:

- Attend all class meetings and take thorough notes
- Keep up with the readings for the course
- Assist faculty in evaluating the written work of students
- Hold weekly office hours (time/day determined in conjunction with the course instructor)
- Hold review sessions for students (according to faculty instructions)
- Be accessible for student questions via email and before/after class (along with the course instructor)
- Be visible and proactive with students
- Be accessible via email and/or phone for the course instructor; responding in a timely manner)
- Check departmental mailbox regularly
- Communicate in a timely manner and professionally with students
- Proctor face-to-face exams as needed
- Proctor make-up exams as needed

The Department of Political Science at California State University, Long Beach welcomes and encourages diversity. We seek applicants and nominations from those who have experience teaching, mentoring, and developing research in ways that effectively address individuals from historically underrepresented backgrounds. The University seeks to recruit and retain a diverse workforce as a reflection of our commitment to serving the people of California, to maintain excellence in the University, and to offer our students richly varied disciplines, perspectives and ways of knowing and learning. California State University, Long Beach is an affirmative action/equal opportunity employer.

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) Letter of Application 2) Resume 3) Two Letters of Recommendation 4) Unofficial Transcript(s) 5) ISA Application

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

Dr. Kathryn Perkins, Chair
Department of Political Science
California State University, Long Beach
Long Beach, California 90840-2007
Phone # 562/985-4708
Kathryn.Perkins@csulb.edu

POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED)

Application Deadline: Review of applications will begin July 14, 2025, for Fall 2025 and November 17, 2025, for Spring 2026

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.

CSULB

Student Assistant & Instructional Student Assistant Application

Applicant Information

Are you a Federal Work Study student? ☐ Yes ☐ No ☐ Not Sure

Name (Last, First Middle)

Semester Applying for

Street Address

Student ID Number

City, State

Zip Code

E-mail Address

Phone Number

Major

Alternate Phone Number

Are you presently enrolled at CSULB for 12 or more units? ☐ Yes ☐ No

Position applying for:

Expected graduation date:

Employment History

Have you worked for any department at CSULB? ☐ Yes ☐ No If yes, where?

Supervisor's Name

Phone Number

Reason for leaving

Are you currently employed? ☐ Yes ☐ No

List most recent first

Name of employer

Supervisor

Street Address

Phone Number

City, State, Zip Code

Hourly Rate

May we contact? ☐ Yes ☐ No

Hours per week

Reason for leaving

Name of employer

Supervisor

Street Address

Phone Number

City, State, Zip Code

Hourly Rate

Reason for leaving

Skills

List office machines, computer software or hardware, tools, vehicles, machinery, equipment, etc. that are applicable to the job for which you are applying:

Availability

How many hours a week are you able to work?

Are you willing to work weekends?

☐ Yes ☐ No

Evenings? ☐ Yes ☐ No

When are you available to start working?

Please check the hours that you are available to work

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7 AM							
7 - 8 AM							
8 - 9 AM							
9 - 10 AM							
10 - 11 AM							
11 - 12 PM							
12 - 1 PM							
1 - 2 PM							
2 - 3 PM							
3 - 4 PM							
4 - 5 PM							
5 - 6 PM							
6 - 7 PM							
7 - 8 PM							
8 - 9 PM							
9 - 10 PM							
10 - 11 PM							
11 - 12 AM							

Are you currently authorized to work in the United States?

☐ Yes ☐ No

If No, please state your current immigration status:

Have you ever been convicted of any felony offense?

☐ Yes ☐ No

If yes, list the circumstances, places, and dates on a separate sheet.

ATTENTION: READ BEFORE SIGNING

Student employees may not work in excess of 20 hours per week during the Fall and Spring Semesters.

I certify that the statements made by me on this application are truthful and accurate, and in the event that any of the statements are false, I understand that I will be subject to dismissal.

SIGNATURE

DATE