

California State University, Long Beach
College of Liberal Arts
The Global Studies Institute
GRADUATE ASSISTANT POSITION OPENING

RECRUITMENT #: 2026/27-GA-IST-GSI
POSITION: Graduate Assistant in The Global Studies Institute
EFFECTIVE DATE: Fall Semester: August 24, 2026, to December 24, 2026
Spring Semester: January 21, 2027 to May 21, 2027
SALARY RANGE: Salary ranges as follows (per month per semester)

GRADUATE ASSISTANT PAY RATES			
	Step 1 (1st 2 semesters)	Step 2 (2nd 2 semesters)	Step 3 (3rd 2 semesters)
Monthly Full Time Base Rate	\$3755.00	\$4030.00	\$4302.00
Monthly Base Rate for 20 Hours per Week	\$1877.00	\$2015.00	\$2151.00
Monthly Base Rate for 10 Hours per Week	\$938.75	\$1007.50	\$1075.50

REQUIRED QUALIFICATIONS:

- B.A. or B.S. degree in the social sciences or related field.
- Must be enrolled in a CSULB graduate program.
- Minimum Cumulative undergraduate GPA of 3.0.
- Demonstrated commitment to working successfully with a diverse student population.
- Working knowledge of Microsoft Office, Outlook, and Excel.
- A willingness, desire, and ability to learn about international education processes with careful attention to detail
- English language reading, writing, editing skills
- Ability to work independently and in both an online and face-to-face environment.

PREFERRED QUALIFICATIONS:

- An undergraduate degree with an international education component.
- CSULB MA in International Affairs Graduate Student
- Speaking, reading, and writing skills in a second language.
- Proven experience working in teams and collaboration on projects.
- Proofreading and editing of academic documents.
- Experience in an English writing lab.
- International experience and/or second language.
- Experience tracking documents and workflow and associated databases or software.
- Experience with Adobe Illustrator.

DUTIES:

- Support Managing Editor and Associate Editors as necessary in their respective roles
- Proofread and check author submissions for relevancy, spelling, and syntax
- Co-ordinate multiple project tasks simultaneously and meet deadlines
- Take initiative when organizing work schedule to meet deadlines
- Provide copy editing
- Manage website content and social media platforms
- Manage, update, and execute marketing plan
- Attend and serve as recorder for board meetings of The Global Studies Institute and csuglobal.

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:

- Cover letter of application addressing the required and preferred qualifications and including 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.

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

Prof. Caitlin E. Fouratt
Director, The Global Studies Institute
California State University, Long Beach
Long Beach, California 90840-2007
Phone # 562/985-4703
caitlin.fouratt@csulb.edu

POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED)

Application Deadline: Open until filled.

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.