

CALIFORNIA STATE UNIVERSITY, LONG BEACH
DEPARTMENT OF CHICANO AND LATINO STUDIES
Instructional Student Assistant 2026-2027

POSITION: Instructional Student Assistant - Chicano and Latino Studies

RECRUITMENT #: 26/27-ISA-CHLS

EFFECTIVE DATE: Fall Semester: August 17, 2026-December 24, 2026 (contingent on budget)
Spring Semester: January 19, 2027-May 21, 2027 (contingent on budget)

SALARY RANGE: \$17.86 to \$23.84 per hour; up to 20 hours per week.

Minimum Qualifications:

- 1) Currently admitted to or enrolled in a CSULB degree program and able to remain academically eligible during the semester of employment.
- 2) Cumulative GPA of 3.0 or higher in all courses at CSULB.
- 3) Evidence of strong written and oral communication skills.
- 4) Ability to work cooperatively and professionally with faculty, staff, and students from diverse backgrounds.

Preferred Qualifications:

- 1) Undergraduate or graduate student who is currently completing or has completed the Chicano and Latino Studies major, special major, or minor.
- 2) Experience in tutoring, teaching assistance, and/or grading.
- 3) Experience leading discussions or facilitating learning activities in an educational environment.
- 4) Successful completion of *Chicano and Latino Studies 119: Introduction to Racial and Ethnic Studies*.
- 5) Successful completion of at least one upper-division course in Chicano and Latino Studies, American Indian Studies, Africana Studies, or Asian American Studies.

Duties: Duties may include all of the following:

- 1) Meeting with the department Administrative Support Coordinator, Department Chair, and faculty teaching CHLS 119, as assigned.
- 2) Attending all assigned CHLS 119 face-to-face class sessions and/or online synchronous Zoom sessions, and accessing all instructional CHLS 119 online Canvas modules, as determined by class mode assigned.
- 3) Holding regular office hours (on-campus and online) for individual and/or group tutoring.
- 4) Reading and evaluating student assignment submissions.
- 5) Maintaining student records such as grades, attendance, and communication logs.
- 6) Communicating with students by email to assist with assignment questions and/or Canvas technical difficulties.
- 7) Proctoring examinations.
- 8) Organizing, categorizing, and documenting primary materials by digitizing data and entering it into designated databases.
- 9) Performing other tasks requested by faculty that pertain to the assigned CHLS 119 section.

The Department of Chicano and Latino Studies 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 serve the people of California, to maintain excellence of 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) Confirmation of current enrollment.
- (2) An unofficial transcript.
- (3) A completed Instructional Student Assistant Application Form.
- (4) A letter of application addressing all qualifications for the position.

POSITION OPEN UNTIL FILLED (or recruitment canceled). Review of applications will begin immediately.

How to Submit Application:

Application materials, required documentation, and/or requests for information should be addressed to Ana Canela (Administrative Support Coordinator for Chicano and Latino Studies) and/or Dr. Loretta Ramirez (Department Chair of Chicano and Latino Studies).

Email completed application packet, including all four (4) required documents (as listed above), to Ana.Canela@csulb.edu and copy Loretta.Ramirez@csulb.edu. Incomplete applications, including materials submitted separately, will not be considered.

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.