CALIFORNIA STATE UNIVERSITY, LONG BEACH
COLLEGE OF BUSINESS ADMINISTRATION

GRADUATE ASSISTANT OPENINGS

California State University, Long Beach is a large, comprehensive university, with a student body of 35,000 and 1,800 full and part-time faculty, offering 68 baccalaureate and 54 master's degrees in the liberal arts, applied and professional fields.

Recruitment # 562

POSITION: Several 20 hour (or 10 hour) per week Graduate Assistant Openings to work in the Departments and Programs within the College of Business Administration

EFFECTIVE DATE: FALL 2008 SEMESTER (September 1, 2008 – January 31, 2009)
SPRING 2009 SEMESTER (February 1, 2009 – June 30, 2009)

QUALIFICATIONS: Students must be mature, responsible, able to work with people, problem solve, and currently enrolled in at least six units of course work toward a master's degree within the offerings of the University. Graduate students may not be employed for more than six semesters.

DUTIES: Assist with counseling, admissions, database, student advising, and special programs and projects. Applicant must submit the following:
- Application obtained from College of Business Administration
- Résumé
- Foreign students under F-1 Visa Status must obtain a work permit after an offer of employment has been made.

SALARY: Approximately $1,098 – 1,257 per month for 20 hours per week, or $549 – 628.50 per month for 10 hours per week.

APPLICATION DEADLINE: Initial screening and interviews may begin August 15, 2008 for Fall employment. Application, résumé, and official transcript should be sent to:
College of Business Administration
California State University, Long Beach
1250 Bellflower Boulevard
Long Beach, CA 90840-8501
Attn: Patricia Alemán, Administrative Services Assistant
(562) 985-5410

Employment is contingent upon proof of the legal right to work in the United States, and this must be provided after an offer for employment at the University has been made. An appointment is not final until proof is provided. In addition to meeting fully its obligation of non-discrimination under federal and state law, CSULB is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual without regard to economic status, ethnic background, political views, sexual orientation, and other personal characteristics or beliefs. An EEO Employer.