RECRUITMENT #: _______________

POSITION: Instructional Student Assistants (ISAs)

NUMBER OF POSITIONS AVAILABLE: 42 Half-Time (10 Hours/Week) or 21 Full-Time (20 Hours/Week)

EFFECTIVE DATE: January 24, 2006

EMPLOYMENT PERIOD: January 24, 2006 through May 30, 2006

QUALIFICATIONS: Students pursuing an undergraduate or a graduate degree at CSULB. Must be mature, responsible, and able to handle confidential information in a discreet manner. Ability to work and communicate with an ethnically and culturally diverse campus community.

DUTIES AND RESPONSIBILITIES: Assist instructors in large classes with proctoring tests, limited test grading, entering grades, preparing lecture notes/slides, and other tasks as assigned by instructors. The following core courses are offered in large classes: ACCT201, ACCT310, BLAW220, CBA300, FIN300, HRM360, IS300, IS310, MGMT300 and MKTG300.

SALARY: Between $8.00 and $15.33 per hour.

APPLICATION PROCEDURE: Submit by January 15, 2006 cover letter, resume and transcript to:

Ms. Patricia Aleman
Assistant to Administrative Services Manager
College of Business Administration
College of Business Administration Building Suite 200

(Electronic copy of above documents may be sent to paleman@csulb.edu instead of hard copies)

In addition to meeting fully its obligations of nondiscrimination under Federal and State law, 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 economic status, ethnic background, political views, or other personal characteristics or beliefs. An EEO Employer.

Associate Dean 12/8/05  Academic Personnel 4/15/06

Date  Date