

November 3, 2011

Graduate Assistant, UAS1306 (2 positions)
Curriculum & Instruction Department

Salary Range: \$12.00 - \$15.00/Hourly

Work Schedule: Part-time 5 to 15 hours per week. Hours to be determined. Non-exempt classification. This position does not provide benefits. This is a grant funded position with an end date of December 1, 2012.

Essential Functions: Under the general supervision of the Access to Literacy for Today (ALT) Project Director, Dr. Anna Chee, the incumbent provides clerical research services, assistance with teaching, and research to: a faculty member in the Curriculum and Instruction Department; a faculty member in the Advanced Studies Department in the Charter College of Education; and to a faculty member in the College of Arts and Letters. Major functions include: attending meetings; doing research for the faculty members; assisting with teaching; composing correspondence; screening calls; making appointments and performs other related duties as assigned.

Specific Job Duties:

Percentage of time	Duties and Tasks
30%	Conduct classroom observations at nearby middle schools to identify teachers' use of effective literacy practices in English, with a focus on English learners.
20%	Assist with teaching.
25%	Do clerical work - attend meetings, take notes using a laptop, help with scheduling and administrative duties, such as answering emails, screening calls, making appointments, and preparing materials for professional development (PD) workshops.
25%	Organize/manage/help plan and deliver PD; assemble, print, and prepare PD materials.

Requirements: A completed UAS Student employment application is required along with a copy of current course schedule. Must be a graduate student of Department of Curriculum and Instruction, currently enrolled in a CSULA graduate program. Incumbent must have the ability to: drive to various school locations and meeting sites; take minutes using a laptop; take close observation notes of teacher's instruction and student engagement in the classroom; communicate effectively with all members of the project, project directors, partners, and participating teachers. The incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Incumbent must possess a valid CA Driver's License and a vehicle. Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Preferred Requirements: Ability to enter qualitative and quantitative data into data management programs, using Statistical Package for the Social Sciences (SPSS) and/or Excel. Extensive background in English Instruction in secondary schools.

Review of applications/resumes will begin November 10, 2011 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed UAS employment application is required.

<http://www.calstatela.edu/univ/uas/hrmformtemp.php>

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.