

GRADUATE ASSISTANT
UNIT 11 - POSITION DESCRIPTION
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Employing Department / Program Information – This information will NOT be posted online

Dept Chair / Program Director: _____ Ext: _____

Administrative Support Contact: _____ Ext: _____

GA Direct Supervisor: _____ Title: _____

Position Information – Information below this line WILL be posted

Program Center / Department: _____

Building: _____ Room: _____ Contact: _____

Semester: _____ Year: _____ Application Deadline: _____ On-Going

Hours Per Week: _____ Monthly Pay: _____

Position Start Date: _____ Position End Date: _____

Dept. Contact Person: _____ Telephone: _____

Building / Room No: _____ Email: _____

Minimum Qualifications & Restrictions

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| ✓ GPA minimum of 3.0 OR <i>newly admitted students</i> must have a 2.75 or better but not less than 3.0 during last 60 units (90 quarter units) | ✓ Credential students are <u>not eligible</u> |
| ✓ Must be enrolled in <u>at least 6 units</u> , but not more than 12 units. <i>Exception: 500 courses / Culminating Experience</i> | ✓ Must show <u>satisfactory</u> progress towards degree |
| ✓ Cannot be hired for more than half-time during the academic year | ✓ Must be <u>classified or conditionally classified</u> in a graduate degree program |
| | ✓ Hiring department must be <u>closely related</u> to graduate degree program |

General Duties / Responsibilities – Graduate Assistants (applicable items marked)

- Assist in the instruction of students by conducting small discussion groups related to large lecture, television courses and the like
- Supervise laboratory periods, workshops, production courses or other course activities
- Assist instructor by handling equipment
- Perform demonstrations related to instruction
- Maintain office hours to provide direct individual contact between students and graduate assistant
- Clarify course material or course content for students
- Provide assistance to faculty conducting authorized research by collecting and arranging data.
- Summarize reports for faculty or program center personnel
- Search the literature and compile bibliographies
- Develop and operate research equipment
- Prepare and care for research materials
- Assist in the conduct of experiments, etc.
- Assist faculty in evaluating student work and examinations
- Prepare course materials and aids under the direction of the faculty supervisor
- Perform other functions requiring knowledge and background beyond that generally possessed by undergraduate students

Additional Qualifications: (if any)

Special Requirements: (e.g. health clearance; live scan; drug test)