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

Position Information – Information below this line WILL be posted

Program Center / Department: Foreign Languages
Building: Mariposa Hass Room: 2051 Contact: 8-5505
Semester: Fall/Spring Year: 2012-13 Application Deadline: August 1, 2012 On-Going
Hours Per Week: 20 Monthly Pay: $13.50/hour
Position Start Date: August 22, 2012 Position End Date: May 24, 2013
Dept. Contact Person: Tatiana Azad Telephone: 916-278-5505
Building / Room No: Mariposa 2051 Email: ta232@saclink.csus.edu

Minimum Qualifications & Restrictions

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

Must demonstrate knowledge of another language besides English. This position will support the Department's work associated with managing the University's foreign language graduation requirement (which includes assessment of language proficiency).

Must have experience with SacCT and be able to get instructor clearance associated with the use of SacCT.