**Position Information**

Program Center / Department: Foreign Languages  
Building: Mariposa Hall  
Room: 2051  
Contact: 8-5505  
Semester: Spring  
Year: 2015  
Application Deadline: January 2, 2015  
Hours Per Week: 20  
Monthly Pay: $1080  
Position Start Date: January 21, 2015  
Position End Date: May 27, 2015  
Dept. Contact Person: Bernice Bass de Martinez  
Telephone: 8-5505  
Building / Room No: Mariposa 2051  
Email: bbdem@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)  
- Must be enrolled in at least 6 units, but not more than 12 units. **Exception:** 500 courses / Culminating Experience  
- Cannot be hired for more than half-time during the academic year  
- Credential students are **not eligible**  
- Must show satisfactory progress towards degree  
- 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 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)

Preference given to graduate students in the Spanish MA (others considered who might be in teaching or related fields of study); must have knowledge of a foreign language with ability to read, write and speak.

The work will involve the management of the Department's Foreign Language Laboratory as well as its practice lab. Must be able to assist with scheduling of lab as well as work with and supervise language tutors (these tutors are advanced language students who tutor as a means of demonstrating their language abilities). Knowledge of functioning of a language laboratory is crucial.

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