Graduate Assistant (GA)

Academic Student Employee / Unit 11 Position Description
California State University, Sacramento

The classification for Graduate Assistant is one of three classifications in a collective bargaining unit, Unit 11. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or programs in which the Graduate Assistant is doing graduate work.

Position Information

Department: English/Reading and Writing Center Graduate Associate Coordinator

Semester: Fall Year: 2023 **Application Deadline**: April 7, 2023 ☐ Continuously Hiring*

Hours Per Week: 10 Monthly Pay: Est. $735.75; see Call fo

Position Start Date: September 1, 2023 Position End Date: December 15, 2023

Hiring Contact Person: Hellen Lee Telephone: (916) 278 - 6586

Email: engl-asc@csus.edu Building / Room No: CLV 103

*Contact department for details

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 (mark applicable items)

- ☐ 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 conducing 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

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- ☐ 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 not be a TA teaching ENGL 5 for the first time
- Must have successfully completed ENGL 195A/410A
- Must be available for staff orientation in the beginning of the semester
- Must be dependable for ten hours per week of work
- Must be fluent with using Zoom, Canvas and Google Products
- Must be able to handle confidential information and willing to be FERPA trained.
- Must be able to work on campus and manage multiple tasks simultaneously

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

****Exceptions may be granted at the sole discretion of the University.**

Fair Labor Standards Act (FLSA)

This position is non-exempt, (eligible for overtime compensation) according to the Fair Labor Standards Act.

Equal Employment Opportunity

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit http://www.csus.edu/hr/departments/equal-opportunity/index.html

The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information on mandatory training for new employees, visit http://www.csus.edu/hr/departments/equal-opportunity/Information%20for%20Job%20Applicants.html

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Campus Fire Safety Right-To-know Act Notification. For additional information, visit http://www.csus.edu/aba/police/

Background Check

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

Child Abuse and Neglect Report

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in the California State University Executive Order 1083 as a condition of employment.

Employing Department / Program Information

This Information WILL NOT be Posted Online

Department / Program: English / Reading and Writing Center GAC

Dean / Chair / Coordinator: Sheree Meyer / Hellen Lee / Sam Dunn Ext: 8-6502/8-6576/8-6247

Administrative Support Contact: Shaun Kirby Ext: 8-5745

TA Direct Supervisor: Sam Dunn Title: RWC Coordinator

Updated: April 2017

How to submit this form: Please save this form to your computer, then fill it out and save again. Open your email program and attach this saved form to an email to durand@saclink.csus.edu.