
English Department & Writing Programs
Student Job Opportunities
Fall 2023

(updated May 18, 2023)

Completed applications are due by 4:00pm, Thursday, June 1, 2023 by email to engl-asc@csus.edu. Late or incomplete materials will not be considered.

The University sets minimum eligibility requirements for all student employees, which are outlined at the end of this call. The English Department has additional requirements for each of the positions, which are described in the individual job descriptions. Only students who meet these requirements will be eligible. Positions are semester appointments only. Please Note: Positions are also subject to availability and budget restraints. Per university policy, the English Department reserves the right to withdraw appointments once extended.

REPRESENTED POSITION (Unit 11)

University Reading & Writing Center Graduate Associate Coordinator (GA):

Graduate Associate Coordinators assist in the coordination of face-to-face, synchronous, and asynchronous tutoring in the University Reading & Writing Center (CLV 128) under the supervision of the Writing Center Coordinator.

Eligibility and Pay:

Base Pay: \$2943.00 per month; Time Base: 0.25; Estimated pay: \$735.75 per month. Please find more information in the attached job description. * °

Reappointment: Students must reapply each semester but may be hired for up to two consecutive semesters. After two semesters, students may reapply, but preference will be given to new applicants.

How to apply: Submit both a Department Application (with required attachments) and an TA/GA University application.

Forms available here: <https://www.csus.edu/college/arts-letters/english/employment.html>

University Minimum Eligibility Requirements for Student Employment

	Undergraduate Students	Graduate Students
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*Final determination of time base or weekly hours will be based on program need.

°Position is part of Bargaining Unit 11.

Matriculation	<ul style="list-style-type: none"> • Enrolled in a Sac State degree program (not including Open University). • Sac State employees are not eligible. 	<ul style="list-style-type: none"> • Enrolled in a Sac State degree program (not including Open University). • Sac State employees are not eligible.
Enrollment	<ul style="list-style-type: none"> • Enrolled in 6-15 units. 	<ul style="list-style-type: none"> • Enrolled in 4-12 units, or • Enrolled in a culminating experience course (ENGL 500, 500C, or 598T), or paid fees for continuous enrollment (ENGL 599).
GPA	<ul style="list-style-type: none"> • Minimum 2.5 GPA <ul style="list-style-type: none"> ◦ 2.25 for newly admitted students 	<ul style="list-style-type: none"> • Minimum 3.0 GPA <ul style="list-style-type: none"> ◦ 2.75 for newly admitted students (TA/GA positions) ◦ 2.5 for newly admitted students (ISA positions)
Incomplete Grades	<ul style="list-style-type: none"> • Must satisfy any incomplete 'I' grades two weeks prior to the beginning of the semester for which they are hired. 	<ul style="list-style-type: none"> • Must satisfy any incomplete 'I' grades two weeks prior to the beginning of the semester for which they are hired.
International Students	<ul style="list-style-type: none"> • International students must meet certain visa requirements to be eligible to work on campus. 	<ul style="list-style-type: none"> • International students must meet certain visa requirements to be eligible to work on campus.

To ensure enrollment requirements are met, applicants are advised to enroll during the early registration period. The Department will not be allowed to hire students who do not meet the above requirements.

*Final determination of time base or weekly hours will be based on program need.

°Position is part of Bargaining Unit 11.

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: _____

Semester: _____ Year: _____ Application Deadline: _____ Continuously Hiring*

Hours Per Week: _____ Monthly Pay: _____

Position Start Date: _____ Position End Date: _____

Hiring Contact Person: _____ Telephone: _____

Email: _____ Building / Room No: _____

*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)
- ✓ **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 (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 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

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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)

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.