

# GRADUATE ASSISTANT

## UNIT 11 - POSITION DESIGNATED AT TIME OF ADMISSION OR UNDER AN EXISTING ADVISING RELATIONSHIP

California State University, Sacramento

This position *will NOT be posted online. This position was committed/will be committed to a student at the time of admission or under an existing advising relationship with a faculty member.*

### Employing Department / Program Information

Program Center/Department: \_\_\_\_\_  
Dean / Chair / Coordinator: \_\_\_\_\_ Ext: \_\_\_\_\_  
Admin. Support Contact: \_\_\_\_\_ Ext: \_\_\_\_\_  
Direct Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

### Position Information

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Contact: \_\_\_\_\_  
Semester: \_\_\_\_\_ Year: \_\_\_\_\_  
Hours Per Week: \_\_\_\_\_ Monthly Pay: \_\_\_\_\_  
Position Start Date: \_\_\_\_\_ Position End Date: \_\_\_\_\_

### Graduate Assistant 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 show satisfactory progress towards degree
- ✓ Must be enrolled in at least 6 units, but not more than 12 units. *Exception: 500 courses / Culminating Experience* or have a graduate degree program academic plan that demonstrates degree completion plan
- ✓ Must be classified or conditionally classified in a graduate degree program
- ✓ Hiring department must be closely related to graduate degree academic year program

### Graduate Assistant Selection Criteria for selection to a designated position

Check all that apply and/or list specific criteria used for selecting students to a position as part of the admissions process or work performed related to the existing advising faculty member

- Distinguished academic achievement/excellent academic record
- Quality of the applicants' research or creative project
- Strong background in the discipline and/or professional practice
- Demonstrable knowledge of disciplinary practices

## **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):**

**How to Submit this Form:** Download this form onto your computer. Fill it out, save and attach it to an email addressed to [durand@csus.edu](mailto:durand@csus.edu).