

California State University, Sacramento

Graduate Assistant (GA)/Teaching Associate (TA) Application

Submit completed and verified application by EMAIL to the hiring department or program unit

Semester: Spring Summer Fall Winter Year: _____
Department/Program Center: _____ Graduate Assistant Teaching Associate
One Application per Position
Last Name: _____ First Name: _____ MI _____
Student ID #: _____ Birthday: _____ / _____ / XXXX
Month Day Year
Telephone: _____ Sac State Email: _____
 Graduate Doctorate → Program: _____

Substitute Teaching Associate Pool (TA Only) - Check if you want to be considered for the on-going, **as needed**, substitute TA assignment pool.

Have you worked as a TA / GA before? No Yes → Dept: _____ Yr: _____

Are you an international student? No Yes

Will you be working as an **Student Asst, Instructional Student Asst, Graduate Asst** or **Teaching Associate** in any other department?
 No Yes → Dept & Hrs: _____

Will you be working as a **Temporary Faculty or Staff Employee** in any other department?

No Yes → Academic Student Employees **MAY NOT** be concurrently hired as faculty or staff member.

Do you have prior experience? Attach a separate sheet describing your qualifications for the position **OR** resume / CV.

Enter the names and contact information for two references. At least one must be by a university faculty member.

Name	Title/Department	Institution	Telephone

The information submitted in this application is true and correct to the best of my knowledge.

← Click here to verify Date: _____

Hiring Department/Program Unit Only

Graduate OVERALL GPA: _____ Units Enrolled: _____ Continuous Enrollment Documents Submitted

Is the applicant an international student? No Yes → Hiring dept/program must submit a Work Status Verification form to the Int'l Programs & Global Engagement (IPGE) office.

We recommend this graduate student for employment during the semester indicated above as a:

- Teaching Associate for _____ hours per week
 Graduate Assistant for _____ hours per week (Fall & Spring Semesters: Max. 20 hrs per week)
ONLY graduate or doctoral students are eligible to work as **Graduate Assistants (GA)** or **Teaching Associates (TA)**

Will the student be receiving a GA/TA Dean's fee waiver? No Yes

In compliance with the criteria and terms of the Sacramento State Graduate Assistant/Teaching Associate Dean's fee Waiver Program, the academic unit cited is permitted to recommend this Graduate Assistant for a waiver of the State University fees and/or the non-California resident tuition (not valid unless signed below). **Waivers are funded by the hiring department/program.**

GATA reports to (staff/faculty): _____

Ext: _____

Chair/Unit Administrator: I verify that the student meets the following requirements (check off boxes):

- Graduate Student is enrolled in 4-12 units OR Continuous Enrollment paperwork submitted.
 Overall GPA 3.0 + (2.5 for newly admitted students)

Our department/program acknowledges the following (check boxes):

- Work dates on the Academic Student Employee Personal Transaction Form (ASEPTF) are current & accurate (*actual work dates*).
 New Applicants - Student is NOT approved to start working until all hiring paperwork has been submitted to student HR office.

We are recommending this student for employment as a **Graduate Assistant or Teaching Associate** for the semester indicated above.

Chair / Unit Administrator (PRINT) _____ Dept. _____ Ext. _____ Signature _____

Office of Graduate Studies use ONLY

Approved Denied

Dean Signature / Office of Graduate Studies _____

Date _____

Updated: April 2020