

Graduate Assistant (GA)*

***Support Instruction Impacted by Coronavirus**

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: Finance, Insurance, & Real Estate (BUS)

Hiring Semesters / Year*: Spring 2021 • Summer 2021 • Fall 2021

Application Deadline: _____ **Continuously Hiring***

Hours Per Week: 1-20 (TBA) **Monthly Pay:** \$202 - \$1,638.

Position Start Date: TBA

Position End Date*: Spring 2021: 05/30/2021 • Summer 2021: 08/29/2021 • Fall 2021: 01/23/2022

Hiring Contact Person: Hao Lin **Email:** linh@cba.csus.edu

*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)
- ✓ Cannot be hired for more than half-time during the degree academic year
- ✓ Must show satisfactory progress towards degree
- ✓ 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 be classified or conditionally classified in a degree program graduate
- ✓ Hiring department must be closely related to graduate program

General Duties / Responsibilities – Graduate Assistants (mark applicable items)

- Assist in the instruction of students by conducting small discussion groups related to large lecture, online/remote 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
- 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 instructionally related functions requiring knowledge and background beyond that generally possessed by undergraduate students

Additional Qualifications

Special skills required may include: training in safety, usage of specialized lab techniques and equipment or specialized knowledge in computer software or hardware. Coursework and knowledge in the discipline. Experience with Canvas or other instructional technologies.

Special Requirements

As a result of the Covid-19 pandemic, faculty have experienced significant changes to the delivery of instruction due to the coronavirus. To help mitigate these impacts, we are hiring additional Graduate Assistants to support instruction impacted by the coronavirus; these GA positions will provide support for faculty members to deliver instruction due to changes related to the coronavirus.

We have amended our modes of instruction due to Covid-19 to the following modes of instruction that will be supported by Covid-ASE / Unit 11 hires:

HerkyFlex - Enables students to choose between two modes of instruction, in-person, or synchronous online. This is a modification of the HyFlex format. Each class section and learning activity will be offered in-person in an on-campus classroom and simultaneously online. All instruction takes place at a pre-determined scheduled time.

HyFlex - Enables students to choose between three modes of instruction, in person, online synchronous, or online asynchronous. Students have a choice about how they will engage in their learning: they can choose to attend the real-time on-campus class session, attend the real-time class session via Zoom, or they can choose to take the class fully asynchronously. Ideally, students are able to choose which format they prefer for each scheduled class session.

Blended – Course includes In-Person AND Synchronous Online meeting times required.

Hybrid - Meets partially online and partially in person. Some class meetings are held in person as scheduled and the remainder of the class is conducted online synchronously or asynchronously. Refer to the course syllabus for details. Internet access required.

Synchronous (synch) - Meets in real time at designated scheduled meeting days and times.

Asynchronous (asynch) - Does not have designated scheduled meeting days and times. Students complete class activities and assignments as detailed in the course syllabus.

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.