

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		Position Number: 470224
Department/Program: <u>Doctorate of Physical Therapy</u>		OGS Office Use Only
Position Title: <u>Graduate Assistant</u>		
Semester: <u>Spring 2024</u>	Year: <u>23-24</u>	<input type="checkbox"/> Continuously Hiring*
Hours Per Week: <u>10-12</u>	Monthly Pay: <u>735.75-882.9</u>	Application Deadline: <u>3/25/24</u>
Position Start Date: <u>4/1/2024</u>	Position End Date: <u>6/28/2024</u>	
Hiring Contact Person: <u>Mable Boban</u>	Telephone Number: <u>8-7044</u>	
Email: <u>m.boban@csus.edu</u>	Building / Room No: <u>FLS 1054</u>	
*Contact department for details		

Minimum Qualifications & Restrictions	
✓ GPA minimum of 3.0 OR <i>newly admitted students</i> must have a 2.75 or better but not less than 3.0 during last 60 units (90 quarter units)	✓ Credential students are <u>not eligible</u>
✓ Must be enrolled in <u>at least 6 units</u> , but not more than 12 units. <i>Exception: 500 courses / Culminating Experience</i>	✓ Must show <u>satisfactory</u> progress towards degree
✓ Cannot be hired for more than half-time during the academic year	✓ Must be <u>classified or conditionally classified</u> in a graduate degree program
	✓ Hiring department must be <u>closely related</u> to graduate degree program

General Duties / Responsibilities - Graduate Assistants	
<input type="checkbox"/>	Assist in the instruction of students by conducting small discussion groups related to large lecture, television courses and the like
<input type="checkbox"/>	Supervise laboratory periods, workshops, production courses or other course activities
<input checked="" type="checkbox"/>	Assist instructor by handling equipment
<input type="checkbox"/>	Perform demonstrations related to instruction
<input type="checkbox"/>	Maintain office hours to provide direct individual contact between students and graduate assistant
<input type="checkbox"/>	Clarify course material or course content for students
<input checked="" type="checkbox"/>	Provide assistance to faculty conducting authorized research by collecting and arranging data
<input type="checkbox"/>	Summarize reports for faculty or program center personnel
<input type="checkbox"/>	Search the literature and compile bibliographies
<input checked="" type="checkbox"/>	Develop and operate research equipment
<input checked="" type="checkbox"/>	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 Qualification:**

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.