

California State University, Sacramento

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

Submit completed and verified application by EMAIL directly 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 → F-1 and J-1 students are eligible to work on-campus while attending classes.

Will you be working as an **Student Asst, Instructional Student Asst, Graduate Asst or Teaching Associate** in any other department?

No Yes → Department / Hours Working: _____
Students may not work more than 20 hours a week (Fall & Spring only)

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 → Only F-1 and J-1 students are eligible to work on-campus while attending classes.

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

Teaching Associate for _____ hours per week (course info):

Course Subject	Number	Section(s)	Units

 TBA

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)**

Posting Position Number _____

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.**

GA/ TA 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):

- Students are NOT approved to start working until they have signed and returned their offer letter to Student HR.

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