

# Graduate Assistant (GA)

Academic Student Employee (ASE) / Unit 11 Position Description

California State University, Sacramento

**Fill out this form and submit along with the ASE Personnel Transaction Form (PTF) and ASE (Unit 11) student application.**

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.

Student Employee (name): \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Working Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## General Duties / Responsibilities (mark applicable items)

Please describe the major duties and responsibilities of the position, and provide a best estimate of the percentage of time spent on each area of responsibility.

	Percentage (%)
<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 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 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 type="checkbox"/> Develop and operate research equipment	_____
<input type="checkbox"/> Prepare and care for research materials	_____
<input type="checkbox"/> Assist in the conduct of experiments, etc.	_____
<input type="checkbox"/> Assist faculty in evaluating student work and examinations	_____
<b>Totals:</b>	_____

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The supervisor will perform class observations.

Yes

No

Graduate Assistants are non-exempt employees. CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.