

California State University, Sacramento

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

Submit a completed and signed application 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 _____

SS# / ID #: _____ Birthday: _____

Mailing Address: _____
Address City State Zip

Telephone: _____ E-Mail: _____

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 **Major:** _____

Are you an international student? No Yes: Submit this application to the Office of Global Education for verification

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

No Yes (department(s) and hours): _____

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

No Yes (IF YOU SELECTED 'YES' - STOP) **Academic Student Employees may not be concurrently hired as temporary faculty/staff

Briefly describe your qualifications for the position (attach resume or additional sheet to application):

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

Name	Title/Department	Institution	Phone #

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Student Signature: _____ **Date:** _____

INTERNATIONAL UNDERGRAD & GRAD STUDENT VERIFICATION Office of Global Ed, Lassen Hall 2304

For Office of Global Education: VISA _____ # of Units: _____ GPA: _____ Class Level: _____

Is the student eligible for employment at Sac State? Yes No

Office of Global Education Signature Date

Hiring Department / Program Unit Only

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 (not to exceed 20 hours)

ONLY graduate or doctoral students are eligible to work as Graduate Assistants or Teaching Associates.

Graduate OVERALL GPA: _____ Units Enrolled: _____ Cont Enrollment Fees Paid

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

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:** _____

I verify that the student meets the following requirements (check off boxes):

Graduate Student is enrolled in 4-12 units / Continuous Enrollment fees paid **AND** Overall GPA 3.0 +

AND that 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 Apr-17