

Job #: Date Posted/Updated: Hiring Department/Unit: Application Deadline: Term of Appointment:

Positions Available

 Multiple SingleHours of Appointment:

Is this position designated as sensitive under the CSU Background Check guidelines?

Pay Rate: No Yes

Overview:

Under immediate supervision, Graduate Assistants (GA) provide non-teaching assistance to faculty members and gain practical experience in fields related to their advance study. GA work may involve supervising students in a classroom, workshop, or laboratory (where final responsibility for the class and its entire instruction, including the performance of the GA, is vested in a member of the faculty); training students in the use of equipment or other resources; assisting faculty with research and preparation of course materials; participating in the evaluation of students' work; tutoring students; and other related work. Students applying for GA positions must be currently enrolled in a graduate program at Humboldt. Academic Student Employees may not concurrently hold a faculty or staff position. Students with assignments in more than one student classification (i.e., Teaching Associate, Instructional Student Assistant, and Student Assistant) are restricted to working a maximum of 20 hours per week during the academic year. The 20 hour per week maximum includes hours worked in all positions. See Classification Standards for more information: <http://www.humboldt.edu/aps/ase.html>.

Job Duties:

Minimum Qualifications for this Classification:

Knowledge and Abilities: Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist, and train students; and ability to assist faculty in the conduct of special projects/research within the discipline.

Experience: For the initial appointment, evidence of satisfactory achievement in previous academic work. For subsequent appointment, evidence of satisfactory progress toward completion of the degree.

Education: Equivalent to completion of the requirements for a bachelor's degree and registration in a CSU graduate degree program. Students enrolled in credential programs are not eligible for this position.

Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Cal Poly Humboldt.

Job #:

Department Hiring Criteria:

How to Apply and Contact Information:

Please submit the following application materials:

Letter of Application Resume/CV [Application for Academic Employment](#) [Supplemental Application for Employment](#)

Other:

Please submit application materials listed above to:

Procedures for Notification:

A background check must be completed satisfactorily before any candidate can be offered a position that is designated as sensitive under CSU guidelines. The background check will include, at a minimum, a criminal records check. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU student workers who apply for the position. All CSU employees are obligated to respond to and report incidents of sexual harassment and sexual violence. The successful candidate for this position will be mandated to receive relevant training on an annual basis. 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 CSU Executive Order 1083 as a condition of employment.

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. If accommodations need to be made during the recruitment and interview process, please contact Human Resources at (707) 826-3626 or hsuhr@humboldt.edu.