

COLLEGE OF BUSINESS ADMINISTRATION

Graduate Assistant

GENERAL DESCRIPTION OF DUTIES: Typical activities of Graduate Assistants may include:

- assisting in the instruction of students by conducting small discussion groups related to large lecture or television courses and the like, supervising laboratory periods, workshops, production courses or other course activities, assisting by handling equipment, performing demonstrations, maintaining office hours to provide direct individual contact between student and graduate assistant, clarifying course material or course content for students,
- providing assistance to faculty conducting authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, assisting in the conduct of experiments, etc., and/or
- generally assisting faculty in evaluating student work and examinations, preparing course materials and aids, or performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants.

MINIMUM QUALIFICATIONS: 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. Current students must have a 3.0 GPA to be eligible for appointment—NO EXCEPTIONS! Students enrolled in credential programs are not eligible for this position. Students must be enrolled in a graduate degree program in the College of Business

EXCEPTIONS: Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the hiring department/authority.

APPLICATION PROCEDURES OR HIRING UNIT CONTACT PERSON: Fill out the GA application form located at the back of this file. If interested in a potential position in the **Finance, Management, or Marketing** departments, please bring a completed application to *Frances Rucks in SSE 3428*. If interested in a potential position in the **School of Accountancy or MIS Department**, please bring a completed application to *Debra Woodman in SSE 2411*. Also, attach a copy of (1) your most recent SDSU transcript and (2) Program of Study (POS). The POS is needed only for students who have completed at least two semesters as a graduate student at SDSU.

HIRING CRITERIA: Desired skills and abilities will vary according to the specific position, but specific skills in the functional business areas are desired. Strong computing and/or oral/written communication skills are integral to some of the positions.

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. Current students must have a 3.0 GPA to be eligible for appointment **NO EXCEPTIONS!** Students enrolled in credential programs are not eligible for this position.

Applicant must be able to present acceptable proof of identity and a valid Social Security card to the Center for Human Resources.

PERCENTAGE OR HOURS OF APPOINTMENT: 5-20 hours per week, according to position.

DEADLINE TO APPLY AND PROCEDURES FOR NOTIFICATION: Applications will be accepted until positions are filled. Successful applicants will be contacted by the department office.

GA/TA HANDBOOK: Updated annually. Please visit the Division of Graduate Affairs website below to download the latest version of the [Orientation and Handbook for TAs and GAs.](#)

http://aztecgrad.sdsu.edu/gra/faqs_handbooks_links.aspx

16. List college or university courses recently completed or in which you are currently enrolled in the field of study for the position desired:

College or University	Course No.	Course Title	Sem. Units	Grade	Year Completed
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17. Please list computer skills you have. Include the kinds of software you are familiar with, and the length/scope:

18.

Applicants Reference	Reference title	Telephone number of Reference
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19. If required by the department, please furnish at least two letters of recommendation from persons qualified to comment on your qualifications.

20. Are you currently authorized to work in the U.S.? Yes _____ No _____
If you are not currently authorized to work in the U.S., please state your current immigration status _____
Are you presently employed? _____ May we contact your employer? _____ May we contact your former employer? _____
Name: _____ Telephone: _____

Note: A Teaching Associate or Graduate Assistant at San Diego State University must be admitted to the University by the Office of Admissions and Records, receive classified graduate standing during the first year or preferably the first semester, register each semester for at least six units of graduate courses in their degree program, and comply with policy and standards in the Graduate Bulletin. Failure to comply with these academic requirements or to perform teaching assignments satisfactorily will be sufficient cause for the termination of appointment. A Teaching Associate or Graduate Assistant must pay established services, facilities or materials fees, and, if a nonresident, tuition fees each semester. It is understood that a Teaching Associate or Graduate Assistant is primarily a student who is pursuing an education. Services rendered as a Teaching Associate or Graduate Assistant is secondary to the main educational objective of the student.

21. *I understand that the rules of the California State University prohibit my employment in a department where I would be supervised by a close relative. I hereby certify that all statements on this application are true and complete to the best of my knowledge and belief. I understand that false statements on pre-employment materials constitutes fraud in securing employment and is basis for dismissal under the California Education Code.*

Signature _____ Date _____