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

SAN DIEGO STATE UNIVERSITY
Application for Graduate Assistant or Teaching Associate

1. Name _____
                           (Last)   (First)   (Middle Initial)

2. Local Address _____
                         (No. & Street)   (City)   (State)   (Zip)

3. Telephone _____   4. E-mail _____   5. Red I.D#_____

6. Permanent Address _____
                         (No. & Street)   (City)   (State)   (Zip)

7. Emergency Contact Information _____

8. I prefer to work for (check all departments you prefer to work for):
           Accountancy_____   Finance_____   Management Information Systems_____   Management_____   Marketing_____

9. Have you applied for any Graduate Assistant, Teaching Associate, Student Assistant or Lecturer positions on Campus this term? Yes___ No___
   If "yes," what department/s? _____   Number of hours _____

10. Do you have a concurrent appointment with any other department? Yes _____ No _____
    If "yes" what department/s? _____   Number of hours _____

11. Education, including community colleges, colleges, or universities from which you were graduated:

School/College/University (Please Do **NOT** abbreviate)	Location	From-To	Dates of Attendance	Major Field	Degree or Diploma (i.e. BS, BA, Etc.)	Date Awarded
_____						
_____						
_____						

12. Semester units after last earned degree:

Work in progress toward _____degree

Undergraduate Major (s) _____ Minor (s) _____

Graduate Major (s) _____Minor (s) _____

13. Overall undergraduate grade point average: Approximately _____ (using four-point scale, using A = 4.0)
    Overall graduate grade point average: Approximately _____ (using four-point scale, using A = 4.0)

14. Graduate Record Examination Aptitude Test Score: Q _____ V _____ A _____

    GMAT Scores (for College of Business applicants) _____

15. Experience: Teaching and other employment *(list chronologically beginning with the present.)*

Position Title and/or Academic Rank	Name of School or Other Agency	Location (City, State)	% of Full Time	Dates Mo. / Yr. From-To	Final Salary
_____					
_____					
_____					

Rev. 08/19/11

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

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

    _____
    Applicants Reference   Reference title   Telephone number of Reference

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 _____

Rev. 08/19/11

SAN DIEGO STATE UNIVERSITY
Confidential Statistical Data Sheet
Graduate Assistant or Teaching Associate

Note: Submission of this information is voluntary. This information may be used by authorized University personnel involved in non-academic recruitment/hiring. It will be kept confidential in this process.

Date _____

Department_____ Position: TA _____ GA _____ ISA _____

Name _____
            (Last)   (First)   (Middle Initial)

Local Address _____
                (No. & Street)   (City)   (State)   (Zip)

Telephone _____ E-mail _____ Red I.D#_____

Permanent Address _____
                (No. & Street)   (City)   (State)   (Zip)

Gender: Male _____ Female _____

ETHNIC BACKGROUND: (circle the letter applies):

We understand and appreciate personal feelings about ethnic identification. These classifications are dictated by federal regulations and are not defined by San Diego State University. The letters to the left are for computer use only. They have no ranking or importance factors attached. This code identifies the traditions which a person believes best characterize his or her cultural orientation.

A	Mexican-American/Chicano	M	Asian Indian
B	Puerto Rican	N	Eskimo
C	Cuban	O	Aleut
D	Other Hispanic	P	Hawaiian
E	White	Q	Samoan
F	Black	R	Guamanian/Chamorro
G	Filipino	S	Other Asian
H	American Indian	T	Other Pacific Islanders
I	Japanese	U	Cambodian
J	Chinese	X	Other Non-White
K	Korean	Y	Laotian
L	Vietnamese		

HIGHEST DEGREE EARNED: (circle the number that applies):

1	AA
2	BA/BS
3	MA/MS
4	A.B.D.
5	Ph.D.
6	Other

Rev. 08/19/11