

## Graduate Assistant (GA)

# Position Description

**<Insert Department Name Here>**

**Assignment:**

< Insert a brief yet specific statement describing the assignment. Additional specific duties may be added below under “Duties.”>

**Position Summary:**

Under immediate supervision, the Graduate Assistant, who is enrolled in a CSU graduate degree program, assists a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. Graduate Assistant 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 Graduate Assistant, 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.

**Duties:**

The typical activities of the Graduate Assistant 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; and assisting by handling equipment and /or 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.

**Other:**

A Graduate Assistant may be appointed at any time base fraction up to and including half time (.5 FTE = 20 hours) during academic periods; may be appointed in another student classification up to a combined total of 20 hours per week; and may work more than half time during academic breaks.

A Graduate Assistant must provide evidence of satisfactory progress toward completion of his/her degree for a subsequent appointment.

**Job Class Codes:**

2355 Graduate Assistant – Academic Year

2325 Graduate Assistant – Monthly (Appointment does not coincide with AY calendar)

2326 Graduate Assistant – On-Campus Work-Study