

**San José State University**  
**San José, California**  
**ANNOUNCEMENT OF POSITION AVAILABILITY**  
*Subject to Budgetary Approval*  
**Graduate Assistant**

SJSU is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the bases of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University's annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the website at [www.sjsu.edu/safetyreport](http://www.sjsu.edu/safetyreport).

**Brief Description of Duties:**

Duties include assisting faculty with teaching, research, or other administrative work. Teaching duties may include grading papers, helping design lessons, teaching an occasional class or portion of a class, and holding conferences with students. Research duties may include helping professors with library research, survey design, data collection and analysis, writing, and so forth. Assisting with research as a paid assistant generally does not qualify the student for authorship credit. Finally, administrative tasks may include clerical work, outreach, and so forth.

**Minimum Qualifications:\***

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

**Application Procedures:**

Application materials include: 1) a formal application, 2) unofficial transcripts, 3) a statement of interest (500 words maximum that highlights relevant coursework, prior experience assisting faculty, and competencies), and 4) a resume. Submit these to the Justice Studies Department office by August 14, 2015.

**Hiring Criteria:**

GA positions are awarded on a competitive basis. Applicants will be evaluated on whether they have achieved 15 units of graduate coursework by time of appointment, a B or above in all graduate coursework, ability to relate well with others, ability to assist faculty in a variety of duties, and evidence of intellectual curiosity.

**Salary Range:** \$1774-\$2514

*(Full-Time Monthly Equivalent. Monthly pay will be based on appointment level for example a 0.20 appointment with FT Monthly Base of \$2000 would yield \$400 per month gross)*  
This position is .5 FTE. Compensation is dependent upon qualifications.

**Deadline and procedures for notification:**

The deadline to apply is August 15, 2015. Applicants will be notified of decisions via email.

*Exceptions to the minimum qualifications may be granted at the sole discretion of the University.*

**All student positions are limited to a maximum of 20 hours/week.**

**Graduate Assistants as exempt employees will abide by workload requirements.**