

Job #: 124

Date Posted/Updated: 04/29/2020

Hiring Department/Unit: Wildlife	Application Deadline: Open until filled
Term of Appointment: Fall / Spring	Positions Available <input checked="" type="checkbox"/> Multiple <input type="checkbox"/> Single
Hours of Appointment: 0.13 - 0.50 timebase	Is this position designated as sensitive under the CSU Background Check guidelines?
Pay Rate: Approx. \$300.00 - \$1156.00/month	<input checked="" type="checkbox"/> No <input type="checkbox"/> 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 HSU. 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:

Job duties will vary depending on the course to which the Graduate Assistant (GA) is assigned. GAs will work directly with students and lead instructor to maximize the learning of students enrolled in the course, which may involve teaching, mentoring, laboratory preparation, field trip assistance, data management, and/or holding office hours. Driving for university business (i.e. field trips) is infrequent, but may be required for a few of the positions. If driving will occur, a background check consisting of a Motor Vehicle Report will be required prior to being allowed to drive.

Appointments are for a single term (Fall or Spring). Fall appointments may be renewed for the Spring semester dependent upon program need, budget, and satisfactory performance.

### 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 Humboldt State University.*

### Department Hiring Criteria:

Advanced coursework and experience in Wildlife relevant to the course assignment is required. After reviewing application materials, the Wildlife Department, in consultation with the lead instructors of courses, selects graduate students whose skills, experience, prior education, and course of study best meet the needs of the position.

### 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:

Submit application with a list of the courses for which you would like to be considered.

Please submit application materials listed above to:

Department Chair, c/o Katherine Moon, Dept of Wildlife, room 222 of the Wildlife & Fisheries Building, or by email to departmental administrative staff Katherine Moon: [moon@humboldt.edu](mailto:moon@humboldt.edu).

### Procedures for Notification:

Only the applicant awarded will be notified and asked to complete and submit an employee Action Request Form (EAR), Employee Information Form (EIF) and Employment Eligibility Verification Form (I-9) to Human Resources.

*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.*

*Humboldt State University 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](mailto:hsuhr@humboldt.edu).*