Job Vacancy Announcement
Graduate Assistant

Job #: 201
Date Posted/Updated: 04/10/2020

Hiring Department/Unit: Psychology
Application Deadline: 05/10/2020

Term of Appointment: Fall 2020
Positions Available: 

Hours of Appointment: 25 timbase (10 hrs/week)

Is this position designated as sensitive under the CSU Background Check guidelines?

Pay Rate: $728.00 per month (Approx.)

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 be for Activity sections for 241, 242. GA’s will work directly with undergraduate major students to improve study habits, scientific writing, understanding of course content, and understanding and application of statistical concepts and software. GA’s will work directly with individuals and small groups of undergraduate students.

Note: Please review the online schedule of classes and indicate which section of 241 or 242 activity you can do.
Position will be based on programmatic needs and funding available for the Academic Year 20/21.

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.
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Department Hiring Criteria:

Applicant should have extensive knowledge in using R Project for Statistical Computing for data entry and analysis, as well as in data management. Advance course work in statistics is desirable.

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:

Students must include a list of courses (including what lecture/lab sections) they are applying for as a GA AND inform us that these course section times do not conflict with their schedule, work, or other duties.

Please submit application materials listed above to:

Tasha Howe, Department Chair, Department of Psychology at 1 Harpst Street, Arcata, CA 95521
e-mail: Psych@humboldt.edu

Procedures for Notification:

All applicants will be notified by the Department Chair either in writing, email or phone as soon as possible after hiring decisions have been made.

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.