HUMBOLDT STATE UNIVERSITY

Job Vacancy Announcement
Graduate Assistant

Job #: 266

Date Posted/Updated: 04/14/2021

Hiring Department/Unit: Psychology

Application Deadline: 05/15/2021

Term of Appointment: Semester

Positions Available ☐ Multiple ☑ Single

Hours of Appointment: .25 timebase (10 hrs/week)

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

Pay Rate: approx. $728.00 per month

☑ No ☐ 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:

The successful candidate will serve as an editorial assistant for Analyses of Social Issues and Public Policy (editor-in-chief Chris Aberson). Tasks include:

1. Developing materials to support authors' open science practices (e.g., handouts detailing how authors can make data publicly accessible, how to post preprints).
2. Serving as a resource for authors interested in pursuing open science practices for accepted manuscripts.
3. Developing processes to enhance Green Open access (i.e., posting of preprints)
4. Clerical duties such as running manuscripts through error detection applications such as StatCheck and turnitin.
5. Verifying compliance with practices associated with awarding Open Science Badges. Investigating open access options for accepted manuscripts.
6. Forwarding copies of accepted manuscripts to researchers who might be interested (e.g., those cited prominently in the references).

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 a graduate-level research methodology background (either completed or in progress), strong writing skills, and an ability to work independently.

How to Apply and Contact Information:

Please submit the following application materials:

- [x] Letter of Application
- [x] Resume/CV
- [x] Application for Academic Employment
- [x] Supplemental Application for Employment
- [ ] Other:

Please submit application materials listed above to:

Chris Aberson, Department of Psychology at 1 Harpst Street, Arcata, CA 95521
email: cla18@humboldt.edu

Procedures for Notification:

All applicants will be notified 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.