**NOTE: Please update/complete the highlighted sections**

Department Id: XXXXX
Job Code and Position Number: 2355/FL-xxxxxxxx; 2325/FL-xxxxxxxx
Number of positions to hire: xx
Type of recruitment: (open recruitment, internal recruitment)
Department Coordinator and email address: xxxxxxxx, xxxxxx@fullerton.edu
Department Chair and email address: xxxxxx, xxxxxxx@fullerton.edu

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| **Department of xxxxxxxxxGraduate Assistant Pool**  |
| **POSITION** | The Department of xxxxxxx at CSU Fullerton invites applications for its Graduate Assistant Pool.We welcome applications from current CSUF graduate students in the xxxxxxxx department to:* Attend course lectures
* Class Preparation
* Hold office hours
* Read and evaluate student papers
* Evaluate student assignments
* Proctor Exams
* Perform individual/group tutoring
* Provide research assistance

This is a pool of Graduate Assistants for the department to draw on as necessary. APPOINTMENTS FROM THE POOL ARE TEMPORARY AND OFTEN MADE JUST PRIOR TO THE START OF THE ACADEMIC TERM. APPLICANTS MAY BE OFFERED EMPLOYMENT ON VERY SHORT NOTICE.  |
| **REQUIRED****QUALIFICATIONS** | * Candidate must be a currently enrolled graduate student in the M.A. program in American Studies
* Must be in good academic standing
 |
| **PREFERRED QUALIFICATIONS** | * Candidates should demonstrate their ability to interact and work effectively with a wide and culturally diverse range of students, including first-generation college students.
 |
| **HOW TO APPLY** | A complete online application must be submitted in order to receive consideration. Please provide the following materials as it relates to your application requirements:* Curriculum Vitae (CV)
* Letter of interest or Cover letter. In your cover letter (2-3 paragraphs), you should be sure to address the following:--why are you interested in a GA position in the department; --any relevant experience you have re: teaching, grading, researching, writing, editing, experience with archives or databases, or other pertinent skills;

--What courses you have taken so far in your M.A. program, and what courses you will be enrolled in; --whether you have a preference for grading or research, or no preferences (please note that we cannot guarantee that if you are hired, you will be placed according to your preference)Applications will be reviewed as needed. Please direct all questions about the position to: xxxxxxxxx, at xxxxxx@fullerton.edu  |
| **COMPENSATION** | All Graduate Assistant appointments are made under the terms of the Collective Bargaining Agreement between the CSU system and the United Auto Workers.  Initial appointments are for one semester only. Classification Range: $3,090 to $5,783 per monthAnticipated hiring range depending on qualifications, not to exceed $3,800The full-time monthly base salaries indicated above are prorated to the time based assigned. |
| **MANDATED REPORTER PER CANRA** | 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, revised July 21, 2017, as a condition of employment. |
| **CRIMINAL BACKGROUND CLEARANCE NOTICE**(keep, if work involves access to sensitive information) | This offer is contingent upon the completion of a satisfactory background check and may be rescinded if the background check reveals disqualifying information and/or if information was knowingly withheld or falsified. Please note, that continued employment is contingent upon your successful completion of a background screening as required under CSU policy. Graduate Assistants rehired at CSUF after a break in service of 12 or more months who have not had a CSUF background check within the past 12 months will be subject to a new background check; rehire is contingent upon the satisfactory completion of the new background check. |
| **OUT-OF-STATE EMPLOYMENT POLICY** | In accordance with the California State University (CSU) Out-of-State Employment Policy, the CSU is a state entity whose business operations reside within the State of California and requires hiring employees to perform CSU related work within the State of California. |
| **TITLE IX** | [Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.fullerton.edu%2Ftitleix%2Fabout%2Fnotice.php&data=02%7C01%7Crgraboyes%40fullerton.edu%7C89faceea79eb4de3e8cf08d8485b63ea%7C82c0b871335f4b5c9ed0a4a23565a79b%7C0%7C0%7C637338904636319021&sdata=%2BC%2BrdeFO18NWUtJW24jgFi80IcFjnWRMTtFglSFueHE%3D&reserved=0) |