

Job Posting - Open Hire Positions Available Department of Biological Science

Graduate Assistant (GA)

Class Codes 2325 (Monthly), 2355 (Academic Year) or 2326 (On-Campus Work Study)

Positions

The Department of Biological Science has a number of positions for Graduate Assistants each semester. A GA is a CSUF graduate student who, under immediate supervision, is appointed part-time to assist faculty teaching credit-bearing courses or to assist faculty in research activities.

Duties may include the following:

- assisting in the instruction of students, clarifying course material or course content for students, leading small discussion groups,
- supervising laboratory periods, workshops, or other course activities,
- preparing course materials for lecture, laboratory, or field components of courses,
- assisting the instructor by handling equipment or performing demonstrations,
- maintaining office hours to provide direct individual contact between student and GA,
- generally assisting faculty in evaluating student work and grading examinations,
- assisting faculty with field experience, supervision, or simulation exercises,
- providing assistance to faculty and students conducting authorized research by collecting, synthesizing, and analyzing data, searching the literature and compiling bibliographies or literature reviews, operating and maintaining research equipment, preparing research materials, assisting in the conduct of laboratory or field experiments, etc.,
- performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants,
- attend lectures and preparatory meetings, and
- other duties as assigned.

Participation in the Laboratory Safety Class offered by the CSUF Research and Instructional Safety Office is required for continued appointment (if lab work is part of the assigned duties).

Qualifications and Hiring Criteria*

- Completion of the requirements for a bachelor's degree.
- Currently enrolled or admitted to a CSUF Master's degree program that is related to biology. (Students enrolled in credential programs are not eligible for this position.)
- Knowledge of the subject matter of the discipline to which the individual is assigned.
- Familiarity with CSUF and Biology Department policies and procedures on field trips, Department vehicle use, and lab safety is expected, where appropriate.
- Ability to relate well to others within the academic environment.
- Ability to supervise, assist, and instruct students effectively.
- 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, and for reappointment, satisfactory performance evaluation and agreement by research adviser.

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

Classification, Salary and Continued Appointment

For subsequent appointment, the graduate student must be in good standing, as defined by the University and Department, and show evidence of satisfactory progress toward completion of the degree. In addition, if previously appointed as a Biology TA and/or GA, the student's performance must have been evaluated as satisfactory, with re-hiring recommended.

Application Procedures

To apply, contact the Office of Biological Science (657) 278-3614.

The Department will solicit information from all matriculated Biology graduate students as to their requests and preferences for GA positions for the following semester. Prospective Biology graduate students may complete the appropriate form that is part of the departmental application, and will be considered for available work as they matriculate.

Application Deadline:

Application review will begin immediately and continue until the positions are filled. For more detailed information about the department and this position contact klau@fullerton.edu or visit our website

<http://biology.fullerton.edu/>

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*Cal State Fullerton is an Equal Opportunity/
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