Cal State San Marcos

Unit 11 Academic Student Employees
Posting of Appointment Opportunities
Graduate Assistants

Article 2 of the Unit 11 Collective Bargaining Agreement requires the posting of all open hire positions when they become available. The postings must reflect the following information:

1. **An employment non-discrimination statement.** *"California State University San Marcos is an Equal Opportunity Employer that is strongly committed to promoting diversity in all areas of the campus community. We consider qualified applicants for employment without regard to age, physical or mental disability, gender or sex, genetic information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and veteran or military status."*

2. **A general description of the duties performed by each of the classifications covered by the agreement. For example,** *"Typical activities of Graduate Assistants may include: (1) assisting in the instruction of students by conducting small discussion groups related to large lecture or television courses and the like, supervising laboratory periods, workshops, production courses or other course activities, assisting by handling equipment, performing demonstrations, maintaining office hours to provide direct individual contact between student and graduate assistant, clarifying course material or course content for students; (2) providing assistance to faculty conducting authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, assisting in the conduct of experiments, etc.; and/or (3) generally assisting faculty in evaluating student work and examinations; preparing course materials and aids, or performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants. In this appointment, the incumbent will…"*

3. **The "minimum qualifications" by classification as established by and at the sole discretion of the University.** *The minimum qualifications for Graduate Assistants are: (1) Equivalent to completion of the requirements for a bachelor's degree and registration in a CSU graduate degree program. (2) Knowledge of the subject matter of the discipline in which the individual is assigned. (3) Ability to relate well to others within the academic environment. (4) Ability to supervise, assist and train students. (5) Ability to assist faculty in the conduct of special projects/research within the discipline. (6) An initial appointment requires the evidence of satisfactory achievement in previous academic work. Subsequent appointments require the evidence of satisfactory progress toward completion of the degree.*

4. **A statement indicating that** *"Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University."*

5. **Application procedures or hiring unit contact person** for the position(s).

6. The **hiring criteria** for each classification.

7. The **percentage or hours of appointment, when known**.

8. **Deadlines for application and procedures for notification**.