CBPA GRADUATE ASSISTANT APPLICATION FORM FOR STUDENTS - PART 1 OF 2 FORMS

ACAD. YR: _____ **CHOOSE ONLY ONE** ☐ **FALL** ☐ **WINTER** ☐ **SPRING** ☐ **SUMMER**

I'm applying as a: ☐ **New Student** ☐ **Student for Rehire** ☐ **Concurrent Hire** (first time working two CBPA jobs at same time)

If you anticipate being a **concurrent hire**, name the other office/person you'll be working for within the same semester _____

STUDENT INFORMATION

Because information for students changes frequently, please submit your information below once again.

FULL NAME _____ **COYOTE I.D.** _____

ADDRESS _____ **E-MAIL ADDRESS** _____

CITY, STATE ZIP _____ **ALTERNATE E-MAIL** _____

PHONE NO. _____ **SOCIAL SECURITY NO.?** ☐ **YES** ☐ **NO**

GENDER ☐ Male ☐ Female **ETHNICITY** _____

U.S. CITIZEN? ☐ Yes ☐ No **VISA STATUS** _____

RESUME ATTACHED ☐ Yes ☐ No **I-9 ON FILE OR ATTACHED?** ☐ On File ☐ Attached

EDUCATION

LEVEL	DEGREE	INSTITUTION	MONTH &YEAR	MAJOR
HIGH SCHOOL				
SOME COLLEGE				
A.A.				
BACHELOR'S				
MASTER'S				
OTHER:				

COURSES & UNITS TAKING NEXT SEMESTER

COURSE NAME	NO. OF UNITS	PROFESSOR'S NAME	WU P/ CRSE	

Your concentration in your program: _____ **Expected Grad. Sem. & Year** _____

Describe any skills you've gained from your professional experience: (i.e., research skills, SPSS experience, website experience, marketing strategy, financial analysis, accounting, etc.): _____

Describe your involvement in any class group projects and/or as a member of a student club. Briefly explain if you held or hold an officer position with a student or off-campus organization:

_____

OPTION	HOURS PER WEEK	NUMBER OF WEEKS	TOTAL WORK HOURS	TOTAL TO BE PAID
1	5 hours per week	17 weeks per semester	85 hours	1592.00
2	10 hours per week	17 weeks per semester	170 hours	3148.00

Reminder: A GA appointment is for **one semester (or Summer sessions)**. The number of work hours per week for each appointment depends on which **OPTION** you and the professor agree to. To the best of your abilities select the option from above that both of you agree is more realistic to the amount of work to be completed and the time availability to complete it. Almost all GA positions are paid from a certain college fund which means that a student is eligible for **one GA appointment per semester**.

Reminder: Before and during the recruitment period students are encouraged to talk with JHBC faculty to see about the possibility of working for them as a graduate assistant. If you agree to work together, indicate with a checkmark below before you submit this form. **You'll both still need to submit the proper forms**. Remember, there's no guarantee that all student applicants will find a match with a faculty member. Please sign and date below.

☐ *Professor* _____ *has agreed to hire me as a* ***GA*** *next semester. We have selected* ***Option #*** ☐ *working* ☐ *hrs p/week.*

Student's signature_____ **Today's date**_____

☐ *Check here if student is hired. Prepare appointment form and offer letter, and SS letter if needed. Finally enter info on PeopleSoft.*

GA Coordinator _____ **Today's Date** _____

This bottom section is for JHBC use ONLY. *Rev. 04/22/24 LP*

PART 2 OF 2 FORMS

IMPORTANT INFORMATION FOR STUDENTS APPLYING TO CBPA'S GRADUATE ASSISTANT PROGRAM

(Please read and then sign below)

STATEMENT OF NON-DISCRIMINATION

California State University, San Bernardino does not and will not discriminate against any applicant regardless of race, religion, color, national origin, sex, age, status as a protected veteran and/or individual with a disability to any position for which the applicant is qualified.

GENERAL DESCRIPTION OF A GRADUATE ASSISTANT

Overview*:* Under immediate supervision, the Graduate Assistant works for a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. This work should not take precedence over the successful completion of the graduate degree program by the student in a timely manner.

Distinguishing Characteristics*:* A Graduate Assistant is distinguished from those classifications used for undergraduate student help by the following:

- Graduate Assistants are provided part-time employment and practical experience in fields related to their advanced study.
- Graduate Assistants provide professional non-teaching assistance to faculty members.

Graduate Assistants are not responsible for the instructional content of a course, selecting student assignments, planning of examinations, determining the term grade for students, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course. A GA may not be employed to assist in a course in which he/she is enrolled, nor should they be consulted regarding the grading of their peers.

Typical activities of Graduate Assistants may include: 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, etc. Some assignments may expose graduate assistants to student information that is protected under the FERPA guidelines.

MINIMUM QUALIFICATIONS OF A GRADUATE ASSISTANT

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 is required. For subsequent appointments, the student must show evidence of satisfactory progress toward completion of their degree.

Education: Equivalent to completion of the requirements for a bachelor's degree and registration in a CSU graduate degree program. Graduate Assistants must remain academically eligible by maintaining a graduate GPA of 3.0 or higher with a passing GMAT or GRE on file. Student must also maintain continuous enrollment and cannot be on probation during this time.

APPLICATION PROCEDURES FOR STUDENTS APPLYING FOR A GRADUATE ASSISTANT POSITION

1. You must submit a typed application, along with the second form that includes **important information where your signature is needed**.
2. You must also submit a copy of your current résumé with your application (*in person or by e-mail).*
3. You are encouraged to talk with JHBC faculty and department chairs to see if they need a GA for the new semester (*this may increase your chances of obtaining a GA opportunity*). Also, both faculty and student **must** submit an application/request form **every semester**.

HIRING CRITERIA FOR A GRADUATE ASSISTANT

1. As previously mentioned, you're not eligible to apply for a graduate assistant (GA) position if you're on "academic probation".
2. Also as previously mentioned, you must maintain a **3.0 GPA** while working as a Graduate Assistant.
3. If you're **a new hire**, you'll be required to first attend a Human Resources New Hire Orientation before you can begin work. There's a Confidentiality Form they'll give you to complete and bring to Lisa Peña in JB-461.
4. If you accept a Graduate Assistant job offer, you must be willing to take an employee background check.
5. If you are in need of a social security number, let us know as soon as you receive an offer so we can give you a flyer on additional steps to take and give you a social security letter to take to the local Social Security office.
6. You are required to list on your GA application form the classes and units for each class you'll be taking during the period you're working as a GA.
7. No student will be allowed to participate in the GA program if it creates dual employment **working over 20 hours on campus.**
8. If a student must terminate their GA appointment early for a valid reason, they must submit a formal notice to Lisa Peña (JB-461) and their supervisor.

HOURS OF APPOINTMENT

The hours of a graduate assistant appointment will be determined mainly by the needs of the Faculty supervisor for that given semester. It is usually 10 hours per week. However, there may be a few that may need a student 5 hours per week, and a few that will need a student 20 hours per week.

DEADLINE FOR APPLICATION AND NOTIFICATION PROCEDURES

The deadline for both the students and the faculty members is given in the recruitment e-mail notice that goes out to each group. The notification procedure is an e-mail to the eligible students confirming their requested match with a faculty supervisor and requesting them to come by Lisa Peña's office (JB-461) to sign the offer letter; also providing them details about their monthly timesheets, and the evaluation to be completed by their supervisor.

If a student is a rehire, they can start at the given start date on the offer letter. However, for new hires and those needing a social security card, they are required to complete all other steps listed on a flyer given to them before they can start working with their faculty supervisor.

Signing below as well as the Student GA Application indicates that you've read, understood, and have agreed to the above information.

Student's Name	Today's Date
Student's Coyote I.D.	Student's Concentration