

Job #: 127

Date Posted/Updated: 12/16/2020

Hiring Department/Unit: Anthropology Application Deadline: Open until filled

Term of Appointment: Semester (see below) Positions Available  Multiple  Single

Hours of Appointment: 0.1875 timebase Is this position designated as sensitive under the CSU Background Check guidelines?

Pay Rate: Approx. \$455.00/month (Effective Spring 2021)  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:

Under supervision of lead faculty, GAs will:

- Provide general support in laboratories and assist with supervision and facilitation of student research projects
- Maintain inventory and keep track of laboratory equipment and supplies and teaching /research collections
- Assist with preparation of laboratories and processing of artifacts and specimens as required

Appointments are for a single term (Fall or Spring). Fall appointments may be renewed for Spring semester dependent upon satisfactory performance.

### 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.*

### Department Hiring Criteria:

In addition to the minimum qualifications listed above, the applicants must be:

- Graduate students (Applied Anthropology students preferred)
  - Familiar with general laboratory and research protocols in Anthropology
  - Available to work on campus on a regular weekly schedule - preferably with hours spread over at least two to three morning or afternoons per week.
  - Able to complete tasks on schedule while also being available to students (i.e., be productive in an environment with multiple distractions)
  - Able to take initiative and also receive feedback and directions well.
  - Maintain a positive attitude and support students with diverse backgrounds and educational experiences.
- Those applicants whose educational background, experience and potential for success best meet the needs of the position will be selected.

### How to Apply and Contact Information:

Please submit the following application materials:

- Letter of Application    Resume/CV    [Application for Academic Employment](#)    [Supplemental Application for Employment](#)
- Other:

Submit a brief statement of interest which details your experience/qualifications and how this position relates to your professional goals.

Please submit application materials listed above to:

anth@humboldt.edu

### Procedures for Notification:

Applications will be reviewed on a rolling basis and remain open until filled. Applicants will be notified by email or by phone.

*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](mailto:hsuhr@humboldt.edu).*