**Thesis Reviewer Graduate Assistant Job Description**

**Position:** Graduate Assistant for the Graduate Resource Center, a unit of the Office of Graduate Studies and Research (two or more positions).

**Starting Date:** Beginning spring quarter 2014 and ongoing.

**Minimum Qualifications:** Degree-seeking graduate student in any Department, Division, Program, or School that requires, or has as the option of, a thesis or project as the culminating experience for the doctoral or master’s degree. Student must have selected the completion of a thesis or project for the graduate degree. Graduate Assistants must be registered in a CSU graduate degree program and must be enrolled in courses towards the completion of that graduate degree during the appointment period. Applicants should have the ability to relate well to others within the academic environment and demonstrate ability and/or interest in working in a multiethnic and multicultural environment. The applicant must have strong written and oral communication skills, strong people/social skills, strong attention to detail, strong computer skills, good library research skills, and good familiarity with software programs that are part of the Microsoft Office suite, especially Word and Excel.

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

**Preferred Qualifications:** The applicant should display an ease and comfort in working with students from all graduate programs within the university. Experience in teaching or tutoring would be helpful, though is not required.

**Hiring Criteria:** Student is in graduate degree program; will complete a thesis or project; Strong people/social skills as demonstrated in interview; familiarity with software programs of Microsoft Office Suite and proficient in computer usage; ability or interest in working in a multiethnic, multicultural environment; ability to meet strict deadlines.

**Duties:** Under the general supervision of the Coordinator of the Graduate Resource Center (GRC), the Graduate Assistant will: attend mandatory training and at least one of the quarterly workshops given by the GRC Coordinator; work with graduate students who are completing a thesis or project as the culminating experience for their master’s degree; ensure that the thesis or project meets all stated format requirements for the document to be accepted by the University; consult with the Coordinator as necessary when problems or issues arise but will in general work independently to designate that a particular document meets all requirements for delivery to the University; maintain designated office hours to provide direct individual contact between student and graduate assistant; clarify format issues for students; perform clerical or other routine tasks for the Graduate Resource Center or the Office of Graduate Studies as needed. The Graduate Assistant will not act as a content or copy editor for the student. Work will commence during the first week of the term and continue through the deadline date for theses/projects to be submitted to the University (this deadline date is the close of business on the Thursday after finals week for each quarter); students must be available to work until the final deadline. Actual hours worked per week will vary, with more hours worked per week in later weeks of the quarter. Work hours will average 10 hours per week for the term with a maximum of 20 hours in any one week. Some work from home on nights and weekends may be required; computer and internet access from home is strongly recommended.

**Salary:** Current Graduate Assistant rate for an average of 10 hours per week.

**The University:** California State University, Los Angeles, a comprehensive urban university and one of 23 campuses that comprise The California State University system, offers programs in more than 50 academic and professional fields. The campus is located at the eastern edge of Los Angeles, adjacent to the western San Gabriel Valley, with more than 22,000 full and part-time students reflecting the rich, ethnic diversity of the area. The University is committed to student-centered learning, free scholarly inquiry and academic excellence.

**Required Documentation:** Standard documentation includes: letter of application, curriculum vita or resume, GET print-out verifying enrollment in a program of graduate study in any Department, Division, or School that requires, or has as an option, a thesis or project as the culminating experience for the doctoral or master’s degree, a list of three professional references, and the University’s Application for Academic Employment form. (http://www.calstatela.edu/univ/hrm/docs/forms/Empl\_applic\_academic.pdf). Employment contingent upon proof of eligibility to work in the United States.

**Deadlines for application and procedures for notification**: The first review date is February 12, 2014. However, applications will be accepted until positions are filled.

**Application Deadline:** Address applications, required documentation and/or requests for information to:

Office of Graduate Studies and Research

California State University, Los Angeles

5151 State University Drive

Los Angeles, CA 90032-8162

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.

In addition to meeting fully its obligations under federal and state law, Cal State LA is committed to creating a community in which a diverse population can live, work and learn in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. To that end, all qualified individuals will receive equal consideration without regard to economic status, race, ethnicity, color, religion, marital status, pregnancy, national origin or cultural background, political views, sex or sexual orientation, gender identification, age, disability, disabled veteran or Vietnam era veteran status. AN EQUAL OPPORTUNITY/TITLE IX EMPLOYER Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause undue hardship.