The Division of Politics, Administration & Justice is seeking applicants for Graduate Assistant positions for the Fall 2021 semester.

If you would like to be considered for a Graduate Assistant position, please email your completed Politics, Administration & Justice GA application form and current resume to both Susan Suetsugu and Destenee Thomas at ssuetsugu@fullerton.edu and desthomas@fullerton.edu by Friday, April 30th.

Please see below for additional information regarding the types of Graduate Assistant positions in the Division of Politics, Administration and Justice.

**MINIMUM QUALIFICATIONS:**

- Enrollment in a California State University, Fullerton graduate program within the College of Humanities and Social Sciences
- Must be in good academic standing
- Ability to interact professionally and effectively with an ethnically and culturally diverse campus community

1. **Graduate Assistants Assigned to Classes:**

   **POSITION DESCRIPTION:**

   - Attend course lectures
   - Hold weekly office hours as requested by faculty
   - Read and evaluate student exams and papers
   - Proctor exams
   - Organize study/review sessions as requested by faculty
   - Other duties as assigned

2. **Graduate Assistants Assigned to the Advising Office**

   **POSITION DESCRIPTION:**

   - Complete university mandated CMS training to effectively use computerized advising system
   - Schedule and hold regular hours in the advising office
   - Answer student emails regarding advising questions
   - Enter TDA notes from student meetings into CMS
   - Other duties as assigned

3. **Floating Graduate Assistants**

   **POSITION DESCRIPTION:**

   - May be assigned to research projects or to assist with Division high impact classroom experiences. Upon completion of tasks floating GA’s should notify the Division Chair or their faculty supervisor that they are available for a new assignment.
GRADUATE ASSISTANT APPLICATION

Full name

Last                First                M.I.                CWID

Address

Street Address

City                State                Zip Code

Phone

Email

1. Please note your availability to work as a graduate assistant for POSC 100. *

2. Would you be interested in working in our advising office? If so, please note your availability. *

*Assignments will be made based in part on your stated availability; please be specific regarding days and times.

UNDERGRADUATE

Dates attended (from/to)              Major:                     Cum GPA:

Institution:

GRADUATE

Dates attended (from/to)              Major:                     Units completed:

Institution:

Cum GPA:

EDUCATION

REFERENCES

Please list two academic references:

1. Full Name:                          Relationship:
   Department:                          Phone:
   Email:

2. Full Name:                          Relationship:
   Department:                          Phone:
   Email:
GRADUATE ASSISTANT APPLICATION

In a brief paragraph, please discuss your qualifications for the position(s) that you are interested in:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature:_________________________________________ Date:__________________________