

Politics, Administration & Justice Graduate Assistant Positions for Fall 2021

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 Destene 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 _____ CWID _____
Last First M.I.

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

EDUCATION

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

Institution: _____

GRADUATE

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

Institution: _____ Cum GPA: _____

REFERENCES

Please list two academic references:

1. Full Name: _____ Relationship: _____

Department: _____ Phone: _____

Email: _____

2. Full Name: _____ Relationship: _____

Department: _____ Phone: _____

Email: _____

