

## **Instructional Student Assistant (ISA), Graduate Assistant (GA) & Teaching Associate (TA) Information and Application**

Contingent upon availability of funds, there will be positions for GAs, TAs and ISAs this upcoming semester. The application form (below) specifies requirements for these appointments, which are typically for one semester but may be renewed for up to four semesters. TA appointments generally have a one academic year maximum. Students who have worked as a GA or TA for four semesters will be given lower priority for subsequent appointments.

A *Graduate Assistant (GA)* may help a professor with research and/or course tasks, such as giving several class lectures by mutual agreement of the GA and professor.

This is a contract position and will be paid on the 1st of each month. You will be given a salary based on the number of hours assigned to you. You will work those number of hours each week and your total salary will be spread over 6 months.

A *Teaching Associate (TA)* works under the supervision of a professor teaching the large Sociology 101 course. The TA works closely with the professor, and leads small “break out” sessions to aid student learning in these large courses. Hours and responsibilities may vary. TAs must be current Sociology MA students, and usually teach two to three sections.

This is a contract position and will be paid on the 1st of each month. You will be given a salary based on the number of sections you are a TA for and that total salary will be spread over 6 months.

An *Instructional Student Assistant (ISA)* – alternatively referred to as a “Reader” – assists a professor by grading papers for a course (or courses), proctoring exams, keeping records and assisting with students. Reader positions vary depending on the size of the class as well as the overall undergraduate enrollment in the department. ISAs typically work 5 to 15 hours weekly from the add/drop date until the end of the semester.

This is an hourly position and will be paid on the 15th of each month. Once hired you will be sent information on how to log your hours. ISA's start their position after the add/drop period.

***There are specific requirements for these positions that have been established by the Graduate Division:***

- 1. A graduate student needs to have conditional or classified graduate standing for an appointment.**
- 2. The student may not have an incomplete over one year old on his/her transcript.**
- 3. The student must have a grade point average of at least 3.0.**
- 4. A student must be enrolled in SDSU's MA program.**

All Employment opportunities are contingent upon clearance from SDSU Human Resources.

Please see the *Orientation and Handbook: Graduate Teaching Associates and Graduate Assistants* ([https://grad.sdsu.edu/current\\_grad\\_students/06814-TA\\_GA\\_Handbook\\_v5.pdf](https://grad.sdsu.edu/current_grad_students/06814-TA_GA_Handbook_v5.pdf)) for questions and duties regarding these positions.

**PLEASE email your completed application to Dr. Jung Min Choi ([jchoi@sdsu.edu](mailto:jchoi@sdsu.edu)) and Griffin Cassell ([gacassell@sdsu.edu](mailto:gacassell@sdsu.edu)) by due date specified in the request email.**



9. Will you have any other on-campus employment for the coming semester?

If yes please state where: \_\_\_\_\_ Average Weekly Number of hours: \_\_\_\_\_

10. Do you have outstanding Incomplete(s)?

If yes, list each incomplete (Course Number, Semester taken, Instructor & When it will be completed)

\_\_\_\_\_

11. Ideally, how many hours per week would you prefer to work? (Between 5 and 20 hours)

TA: \_\_\_\_\_ as GA: \_\_\_\_\_ as Reader (ISA): \_\_\_\_\_

12. Please indicate the days and times you are NOT available due to your work and/or class schedules. We rely on this information to assign positions since many professors need someone available during their class time or other times. You will be required to be available during the times that you indicate, or may have to forfeit the position. Please note that all Sociology graduate classes are scheduled Monday through Thursday beginning at (or after) 4:00pm, so avoid times that will conflict with your own class schedule.

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Friday: \_\_\_\_\_

13. No promises can be made, but if you have a preference for working with a particular professor or professors, or within a particular area of sociology, please indicate this:

\_\_\_\_\_

14. Do you have any particular skills in terms of familiarity with Canvas, Excel, Stata, SPSS, editing, etc.?

\_\_\_\_\_

**Note:** An ISA, GA, or TA at San Diego State University must be admitted to the University by the Office of Admissions, be currently enrolled in the MA program, and otherwise comply with the standards required of all students in the Graduate Division. Failure to comply with these academic requirements or to perform teaching assignments satisfactorily will be sufficient cause for the termination of appointment. A student assistant must pay established services, facilities or materials fees and, if a nonresident of California, nonresident tuition fees each semester. It is understood that a student assistant is primarily a student who is pursuing an education. Services rendered as an ISA ("Reader"), GA or TA are secondary to the main educational objective of the student.

12. The information provided in this application is true to the best of my knowledge. I understand that if I am a citizen of the United States I will be required to sign a loyalty oath, swearing or affirming my support of the Constitution of the United States and the State of California.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date