GRADUATE ASSISTANT POSITION ANNOUNCEMENT
Graduate Resource Center Thesis Reviewer
Spring Semester 2017

Position: Graduate Assistant Thesis Reviewer for the Graduate Resource Center, a unit of the Office of Graduate Studies (nine positions)

Starting Date: Spring Semester 2017

Minimum Qualifications: Applicant must be a degree-seeking graduate student; have attended Cal State LA for at least one term prior to applying for this position; be enrolled in courses towards the completion of the degree during the appointment period; be enrolled in a minimum of 3.0 semester units as a graduate at Cal State LA in the semester hired and every semester employed thereafter and maintain minimum 3.00 overall Cal State LA grade point average; have selected the completion of a dissertation, thesis, or project for the graduate degree. Applicant must be able to relate well to others within an academic environment and demonstrate ability and/or interest in working in a multiethnic and multicultural environment; be open-minded, flexible, and adaptable to change, with a nonjudgmental attitude; be able to communicate effectively through written and oral means; be willing and committed to helping others; be able to work under pressure and appropriately handle difficult situations; be a self-starter who is proactive and can work independently; have an eye for detail and ability to multitask; have strong computer skills, including familiarity with software programs that are part of the Microsoft Office suite. Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

Preferred Qualifications: Display ease and comfort in working with students from all graduate programs within the University; have experience in editing, teaching, tutoring, and/or student affairs; be faculty recommended.

Hiring Criteria: Submit required documentation; be a matriculating Cal State LA graduate student in a degree program; have minimum 3.00 overall Cal State LA grade point average; be able and interested in working in a multiethnic, multicultural environment; have clear oral and written communication skills; have good listening skills; will complete a dissertation, thesis, or project; be able to meet strict deadlines; have strong computer skills, including familiarity with software programs that are part of the Microsoft Office suite; be available to work until the final deadline, one week after the end of the semester. All new hires must be enrolled at Cal State LA at the time of employment.

Duties: Working under the general supervision the Dean of Graduate Studies and the Coordinator of the Graduate Resource Center (GRC), the Thesis Reviewer will review the theses and project reports of graduate students completing the culminating experience for their master’s degree, ensuring that manuscripts meet all stated format requirements in order for the document to be accepted by the University; clarify formatting and style issues for students; attend mandatory training and at least one of the semesterly workshops given by the GRC Coordinator; make appropriate referrals to campus services and outside resources, such as for content editing and copy editing; consult with the GRC Coordinator as necessary when problems or issues arise;
maintain designated office hours to provide direct individual contact between student and Thesis Reviewer; perform clerical or other routine tasks for the Graduate Resource Center or the Office of Graduate Studies as needed.

The Thesis Reviewer will not act as a content editor, copy editor, or proofreader for the student; however, appropriate referrals to other resources will be made as needed.

**Salary:** This will be paid as a stipend of four payments per semester. Graduate Assistants will work an average of 10 hours per week with a maximum of 20 hours in any one week. Work will commence during the first week of the term and continue through the deadline date for culminating projects to be submitted to the University (this deadline date is the close of business on the Thursday after finals week for each term); Graduate Assistants 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 term. Some work from home in the evening and on weekends may be required; computer and internet access from home is strongly recommended. New appointments are for one semester (approximately 16 weeks) between July 1, 2016, and June 30, 2017; reappointments are made pending fiscal consideration and performance appraisal.

**Required Documentation:** Submit paper copies of the following documentation to the Graduate Resource Center, Library North A124 (no emailed applications, please):

- A completed University Application for Academic Employment (available via the Academic Positions website at http://www.calstatela.edu/academic/position) with Job Name (Graduate Resource Center Thesis Reviewer);
- Cover letter;
- Curriculum vita or résumé;
- GET print-out verifying current enrollment in a graduate degree program;

Employment contingent upon proof of eligibility to work in the United States.

**Deadlines for application and procedures for notification:** The first review date is November 4, 2016. However, applications will be accepted until all positions are filled.