

GRADUATE ASSISTANT POSITION ANNOUNCEMENT
Graduate Resource Center Thesis Reviewer
Spring Semester 2019

DESCRIPTION

Working under the general supervision of 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.

RESPONSIBILITIES

- Consult one-on-one with Cal State LA graduate students during designated office hours, with goal of reviewing and providing feedback on the formatting, style, and typesetting of culminating experience manuscripts. The Thesis Reviewer will not copyedit manuscripts, nor will they provide feedback on the content.
- Participate in regular meetings, training sessions, and workshops with other Thesis Reviewers and the Coordinator of the Graduate Resource Center.
- 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.
- Together with Office of Graduate Studies student staff, engage in communications and outreach activities to educate graduate students about GRC services and events. Activities may include but are not limited to tabling at campus events, delivering classroom presentations, meeting with faculty, promoting events through social media, etc.
- Perform clerical or other routine tasks for the Graduate Resource Center or the Office of Graduate Studies as needed.

QUALIFICATIONS

Required Academic Status (at time of hire):

- Enrolled full-time or part-time as a graduate or post-baccalaureate student.
- Have attended Cal State LA for at least one term *prior* to starting in this role.
- Be in good academic standing with a GPA of 3.0 or higher.

Preferred Academic Status (at time of hire):

- Have selected completion of a dissertation, thesis, or project for the culminating experience of the graduate degree.

Required Competencies:

- Has an interest in academic editing, college teaching, student affairs, and/or higher education administration.

- Relates 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.
- Works with peers in a collaborative, interactive, and supportive manner.
- Communicates effectively and timely through written and oral means.
- Keeps calm under pressure and handles difficult situations appropriately.
- Is a self-starter who takes initiative, can work independently, and is willing to learn.
- Has an eye for detail and ability to multitask.

Preferred Competencies:

- Display ease and comfort in working with students from all graduate programs within the University.

Required Skills:

- Advanced knowledge of Microsoft Office, especially Word.
- Advanced knowledge of at least one style manual (e.g., APA, MLA, Chicago, etc.) and interest in learning more.

Preferred Skills:

- Experience in editing, typesetting, teaching, tutoring, and/or student affairs.
- Experience in graphic design and/or social media.

HOURS & COMPENSATION

This will be paid as a stipend of five 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); Thesis Reviewers 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; reappointments are made pending fiscal consideration and performance appraisal.

HOW TO APPLY

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 or certificate program

NOTE: Incomplete applications **WILL NOT** be considered. Please follow directions!

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

The first review date is December 17, 2018. However, applications will be accepted until all positions are filled. Please no phone calls or drop-ins.