

# CBPA GRADUATE ASSISTANT APPLICATION FORM FOR STUDENTS - PART 1 OF 2 FORMS

ACAD. YR: ☐ **CHOOSE ONLY ONE** ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER

I'm applying as a: ☐ **New Student** ☐ **Student for Rehire** ☐ **Concurrent Hire** (first time working two CBPA jobs at same time)

If you anticipate being a **concurrent hire**, name the other office/person you'll be working for within the same quarter:

## STUDENT INFORMATION Because information for students changes frequently, please submit your information below once again.

FULL NAME \_\_\_\_\_ COYOTE I.D. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_  
 CITY, STATE ZIP \_\_\_\_\_ ALTERNATE E-MAIL \_\_\_\_\_  
 PHONE NO. (w/area code) \_\_\_\_\_ SOCIAL SECURITY NO.? ☐ YES ☐ NO  
 GENDER ☐ Male ☐ Female ETHNICITY \_\_\_\_\_  
 U.S. CITIZEN? ☐ Yes ☐ No VISA STATUS \_\_\_\_\_  
 RESUME ATTACHED ☐ Yes ☐ No I-9 ON FILE OR ATTACHED? ☐ On File ☐ Attached

## EDUCATION

| LEVEL        | DEGREE | INSTITUTION | YEAR | MAJOR |
|--------------|--------|-------------|------|-------|
| HIGH SCHOOL  |        |             |      |       |
| SOME COLLEGE |        |             |      |       |
| A.A.         |        |             |      |       |
| BACHELOR'S   |        |             |      |       |
| MASTER'S     |        |             |      |       |
| OTHER:       |        |             |      |       |

## COURSES & UNITS TAKING NEXT QUARTER

| COURSE NAME   | NO. OF UNITS | PROFESSOR'S NAME                  | WU P/ CRSE                                     |
|---------------|--------------|-----------------------------------|--|
|               |              |                                   |  |
|               |              |                                   |  |
|               |              |                                   |  |
| TOTAL UNITS = |              | 1.5 weighted units for each unit. | TWU = <u>There are 6 WU in a 4 unit course</u> |

*Note: The MBA Office will convert the total units for the quarter above into total weighted units (WU)*

Your concentration in the MBA Program:  Expected Grad. Qtr & Year

Describe any skills you've gained from your professional experience: (i.e., research skills, SPSS experience, website experience, marketing strategy, financial analysis, accounting, etc.)

Describe your involvement in any class group projects and/or as a member of a student club. Briefly explain if you held or hold an officer position with a student or off-campus organ.

| OPTION  | HOURS PER WEEK     | NUMBER OF WEEKS      | TOTAL WORK HOURS | TOTAL TO BE PAID               |
|---|--------------------|----------------------|------------------|--------------------------------|
| 1   | 10 hours per week  | 10 weeks per quarter | 100 hours        | <b>Only for CBPA Lab Asst.</b> |
| 2   | 5 hours per week   | 12 weeks per quarter | 60 hours         | 918.00                         |
| 3   | 10 hours per week  | 12 weeks per quarter | 120 hours        | 1,836.00                       |
| 4   | 20 hours p/ week ★ | 12 weeks per quarter | 240 hours        | 3,672.00                       |
| ★ Faculty member: If selecting #4 (20 hours per week), please attach a paragraph to explain your justification for needing 20 hours p/week. |                    |                      |                  |                                |

**Reminder:** A GA appointment is for **one quarter (12 weeks)**. The number of work hours per week for each appointment **depends on which OPTION you and the professor agree to**. To the best of your abilities select the option from above that both of you agree is more realistic to the amount of work to be completed and the time availability to complete it. Almost all GA positions are paid from a certain college fund which means that a student is eligible for **one GA appointment per quarter**.

**Reminder:** Before and during the recruitment period MBA students are encouraged to talk with CBPA faculty to see about the possibility of working for them as a graduate assistant. If you agree to work together, indicate with a checkmark below before you submit this form. **You'll both still need to submit the proper forms**. Remember, there's no guarantee that all student applicants will find a match with a faculty member. Please sign and date below.

☐ Professor \_\_\_\_\_ has agreed to hire me as a **GA** next quarter. We have selected **Option #**  working  hrs p/week.

Student's signature \_\_\_\_\_ Today's date \_\_\_\_\_

☐ Check here if student is hired. Prepare appointment form and offer letter, and SS letter if needed. Finally enter info on PeopleSoft.

MBA GA Coordinator \_\_\_\_\_ Today's Date \_\_\_\_\_

This bottom section is for the MBA Office ONLY.

Rev. 3/02/16 ASW

**PART 2 OF 2 FORMS**  
**IMPORTANT INFORMATION FOR STUDENTS APPLYING TO CBPA'S GRADUATE ASSISTANT PROGRAM**  
(Please read and then sign below)

**STATEMENT OF NON-DISCRIMINATION**

California State University, San Bernardino does not and will not discriminate against any applicant regardless of race, religion, color, national origin, sex, age, status as a protected veteran and/or individual with a disability to any position for which the applicant is qualified. For the complete policy statement go to the link given in the next line. October 1, 2015 to September 30, 2016. - [Signed Chapter A: Policy Statement](#)

**GENERAL DESCRIPTION OF A GRADUATE ASSISTANT**

**Overview:** Under immediate supervision, the Graduate Assistant works for a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. This work should not take precedence over the successful completion of the graduate degree program by the student in a timely manner.

**Distinguishing Characteristics:** A Graduate Assistant is distinguished from those classifications used for undergraduate student help by the following:

- Graduate Assistants are provided part-time employment and practical experience in fields related to their advanced study.
- Graduate Assistants provide professional non-teaching assistance to faculty members.

Graduate Assistants are not responsible for the instructional content of a course, selecting student assignments, planning of examinations, determining the term grade for students, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course. A GA may not be employed to assist in a course in which he/she is enrolled, nor should they be consulted regarding the grading of their peers.

**Typical activities** of Graduate Assistants may include: providing assistance to faculty conducting authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, etc. Some assignments may expose graduate assistants to student information that is protected under the FERPA guidelines.

**MINIMUM QUALIFICATIONS OF A GRADUATE ASSISTANT**

**Knowledge and Abilities:** Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist, and train students; and ability to assist faculty in the conduct of special projects/research within the discipline.

**Experience:** For the initial appointment, evidence of satisfactory achievement in previous academic work is required. For subsequent appointments, the student must show evidence of satisfactory progress toward completion of their degree.

**Education:** Equivalent to completion of the requirements for a bachelor's degree and registration in a CSU graduate degree program. Graduate Assistants must remain academically eligible by maintaining a graduate GPA of 3.0 or higher with a passing GMAT or GRE on file. Student must also maintain continuous enrollment and cannot be on probation during this time.

**APPLICATION PROCEDURES FOR STUDENTS APPLYING FOR A GRADUATE ASSISTANT POSITION**

1. You must submit a typed application, along with the second form that includes important information where your signature is needed.
2. You must also submit a copy of your current résumé with your application (*in person or by e-mail*).
3. You are encouraged to talk with CBPA faculty and department chairs to see if they need a GA for the new quarter (*this may increase your chances of obtaining a GA opportunity*). Also, both faculty and student **must** submit an application/request form **every quarter**.

**HIRING CRITERIA FOR A GRADUATE ASSISTANT**

1. As previously mentioned, you're not eligible to apply for a graduate assistant (GA) position if you're on "academic probation".
2. Also as previously mentioned, you must maintain a 3.0 GPA while working as a Graduate Assistant.
3. If you're a **new hire**, you'll be required to first attend a Human Resources New Hire Orientation before you can begin work. There's a Confidentiality Form they'll give you to complete and bring to the MBA Office.
4. If you accept a Graduate Assistant job offer, you must be willing to take an employee background check.
5. If you're needing a social security number, let us know as soon as you receive an offer so we can give you a flyer on additional steps to take and give you a social security letter to take to the local Social Security office.
6. You're required to list on your GA application form the classes and units for each class you'll be taking during the period you're working as a GA.
7. No student will be allowed to participate in the GA program if it creates dual employment **working over 20 hours on campus.**
8. If a student must terminate their GA appointment early for a valid reason, they must submit a formal notice to the MBA Office and their supervisor.

**HOURS OF APPOINTMENT**

The hours of a graduate assistant appointment will be determined mainly by the needs of the Faculty supervisor for that given quarter. It is usually 10 hours per week. However, there may be a few that may need a student 5 hours per week, and a few that will need a student 20 hours per week.

**DEADLINE FOR APPLICATION AND NOTIFICATION PROCEDURES**

The deadline for both the students and the faculty members is given in the recruitment e-mail notice that goes out to each group. The notification procedure is an e-mail to the eligible students confirming their requested match with a faculty supervisor and requesting them to come by the MBA Office to sign the offer letter; also providing them details about their monthly timesheets, and the evaluation to be completed by their supervisor.

If a student is a rehire, they can start at the given start date on the offer letter. However, for new hires and those needing a social security card, they'll still have to complete the other steps listed on a flyer given to them before they can start working with their faculty supervisor.

**Signing below as well as the Student GA Application indicates that you've read, understood, and have agreed to the above information.**

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Student's Name

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Today's Date

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Student's Coyote I.D.

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Student's Concentration