HUMBOLDT STATE UNIVERSITY

Job Vacancy Announcement
Graduate Assistant

Monthly Salary for this Position: $740

Percentage or Hours of Appointment: 0.4

Term of Employment: Academic year 2008-09

Application Deadline: 30-Jun-08

Hiring Department or Unit: Kinesiology and Recreation Administration

Check One:

x **Single Position**

___ **Multiple Positions**

Typical Duties for this Classification:

Typical activities of Graduate Assistants may include: (1) assisting in the instruction of students by conducting small discussion groups related to large lecture or television courses and the like, supervising laboratory periods, workshops, production courses or other course activities, assisting by handling equipment, performing demonstrations, maintaining office hours to provide direct individual contact between student and graduate assistant, clarifying course material or course content for students; (2) 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, assisting in the conduct of experiments, etc.; and/or (3) generally assisting faculty in evaluating student work and examinations; preparing course materials and aids, or performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants.

Job Duties:

Provide oversight and instruction of fitness evaluations including treadmill and cycle ergometry testing, hydrostatic weighing/body composition, nutritional analysis and dietary counseling and exercise prescription. Maintain confidential client data base. Under the direction of the Human Performance Lab Coordinator, create and maintain lab policies and procedures manual. Coordinate, organize and maintain a clean, safe, and effective Human Performance Lab.

Minimum Qualifications for this Classification:

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. For subsequent appointment, evidence of satisfactory progress toward completion of the degree. Education: Equivalent to completion of the requirements for a bachelor's degree and registration in a CSU graduate degree program. Students enrolled in credential programs are not eligible for this position. ***Note:*** *Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.*

Department Hiring Criteria:

Bachelor's degree in Kinesiology or related area from an accredited institution. Grade point average of 2.75 in the last 60 semester units attempted. Experience in the Human Performance Lab or similar setting and ASCM certification preferred. Completion of or Fall 2008 enrollment in Exercise Testing (KINS 450) or equivalent.

How to Apply and Contact Information:

Submit letter of application, a completed graduate assistant application form, a resume or placement file and three letters of recommendation to: Graduate Coordinator, Department of Kinesiology and Recreation Administration, Humboldt State University, Arcata, CA 95521. In addition, submit a completed CSU graduate application and official transcripts to the Office of Research and Graduate Studies.

Procedures for Notification:

Applicant will be notified by mail.

Humboldt State University is an Equal Opportunity/Title IX/ADA employer with a strong commitment to diversity and encourages applications from women, members of all ethnic groups, veterans and people with disabilities. Humboldt State University employs only individuals authorized to work in the United States.