



## Job Vacancy Announcement Graduate Assistant

<b>Monthly Salary for this Position:</b> _____ <b>\$907.00</b> _____	<b>Check One:</b> <input type="checkbox"/> <b>Single Position</b> <input checked="" type="checkbox"/> <b>Multiple Positions</b>
<b>Percentage or Hours of Appointment:</b> _____ <b>0.5</b> _____	
<b>Term of Employment:</b> _____ <b>2009-10 Academic Year</b> _____	
<b>Application Deadline:</b> _____ <b>First review of applications: May 11, 2009</b> _____	
<b>Hiring Department or Unit:</b> _____ <b>Theatre, Film and Dance, Costume Shop</b> _____	

### 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:

Assist maintaining a safe, respectful, and high-production-value costume shop environment for faculty, staff, and students. Assist in the organization, planning, maintenance & facilitation of the day-to-day activities of the costume shop. Supervise & train undergraduate & graduate work-study students. Supervise & train undergrads in the costume shop. Perform costume construction duties for productions. Oversee the costume aspects of technical rehearsals as assigned. In this regard, prepare technical rehearsal logs to communicate needed information to the costume supervisor & costume designers in a timely fashion. Attend production meetings & collaborate with the costume supervisor and production costume designer to determine costuming needs, techniques, & schedules.

### 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:

After reviewing application materials, Graduate Screening Committee selects a graduate whose skills, prior education, and course of study best meets the needs of the position.

### How to Apply and Contact Information:

Graduate must submit a letter of interest to: Bernadette Cheyne, Department Chair, Department of Theatre, Film and Dance at 1 Harpst Street, Arcata, CA 95521. First review of applications: May 11, 2009 (Applications received after this date may be considered if the positions have not been filled.)

### Procedures for Notification:

Graduate will be notified by the Department Chair either in writing, email or phone.

*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.*