HUMBOLDT STATE UNIVERSITY

Job Vacancy Announcement
Graduate Assistant

Monthly Salary for this Position: $907.00

Percentage or Hours of Appointment: 0.5

Term of Employment: 2009-10 Academic Year

Application Deadline: First review of applications: May 11, 2009

Hiring Department or Unit: Theatre, Film and Dance, Properties Shop

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:

Maintain a safe, respectful, & high-production-value properties shop environment for faculty, staff, and students. Organize, plan, maintain & facilitate the day-to-day activities of the properties shop, including managing properties rentals & check-outs for productions. Supervise & train undergraduate & graduate work-study students. Supervise & train undergraduate students in the properties shop or on properties run crews. Design & manage the properties for productions. Supervise & assists student production properties designers. Perform timely properties acquisitions & construction duties for productions, including the fabrication & painting of stage props, furniture, and set dressings. Oversee the properties aspects of technical rehearsals. Attend production meetings & collaborate with directors & scenic designers to determine properties 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, Fim 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 position has 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.