



Position description

Assignment of Work Information

****Work Assignment must be provided at least 15 days before the start of appointment.**

Position Title/s:	Effective Date/s:
Graduate Teaching Assistant <input type="checkbox"/>	GTA Dates: _____
Course Number: _____	GRA Dates: _____
Graduate Research Assistant <input type="checkbox"/>	

Department

Employee Name:

Position Number	Appt % (FTE)	Appt Basis (term; 9 mo.; or 12 mo.)	FLSA Status	Job Location
C6			Exempt Administrative/Not Eligible for Overtime	

Position Responsibilities & Work Assignment

Brief Position Responsibilities

Graduate Research Assistants (GRA) work under the direction of a primary investigator, or other Faculty Member. GRAs will typically perform work such as: assisting faculty in conducting research projects. Research-related projects may be performed in a laboratory or in the field.

Graduate Teaching Assistants (GTA) work under the direction of a major Professor or other Faculty member. GTAs will typically perform work such as: teaching introductory undergraduate courses, assisting faculty in the delivery of upper division and graduate courses, leading discussions, delivering lectures, or grading papers.

General Appointment Expectations

GOOD ACADEMIC STANDING

To remain eligible for a Graduate Assistant position, either GRA or GTA, the employee must remain in good academic standing. Good academic standing is defined as: making adequate progress toward a degree and meeting and/or exceeding the goals set by the advisor and/or committee, and established by the Graduate School. If the graduate assistantship is not located in the academic home, the academic advisor will work with the supervisor to ensure continuing employment eligibility.

CRIMINAL HISTORY & DEPARTMENT OF MOTOR VEHICLE CHECKS

This position is designated as a critical, security-sensitive position; therefore, the incumbent must successfully complete a Criminal Background Check and be deemed fit for duty at placement and while serving in the position.

This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per OSU Standard 576-056-0000 et seq.

In accordance with OSU Policy, all employees must self-report incidents relating to criminal history or driving to the Office of Human Resources.

Work Assignment (Insert more specific description of duties referenced in the position description. Include indications of the frequency the duties will be completed, such as daily weekly, monthly, or each term. Include the approximate hours allocated per week to each position duty. Include specific deadlines, if known.)

Working Conditions/Schedule

Working Conditions

WORK SPACE

Work space and equipment to perform assigned duties shall be provided by the employing department. Space and equipment requests shall be made in writing to the department designee. Decisions regarding the request will be returned in writing from the designee.

Department Space/Equipment Contact: _____

HEALTH AND SAFETY

The University acknowledges their obligation to provide a safe and healthy environment. The supervisor shall train and supervise on the safe operation of any machinery, tools, equipment, processes or practices which they are authorized to use in the course and scope of the position. Training will be provided without a loss in pay. Proper handling of dangerous or toxic substances must be in accordance with (insert guiding policy, regulation or hazardous materials handling protocol). Personal protective equipment (PPE) required for the position shall be provided without charge to the employee. If field work is a requirement of the position, appropriate training, including sexual harassment prevention training, will be provided to the employee.

This position has access to chemicals and may occasionally be required to lift up to and including ____ pounds. Therefore, complete the training listed below, no later than **XX/XX/20XX**:

1. (Insert the required trainings from the EH&S website)
2. (Insert the required trainings from the EH&S website.)
3. (Insert the required trainings from the EH&S website.)
4. (Insert the required trainings from the EH&S website.)

Working Schedule

WORK SCHEDULE

Supervisor's or employing units shall endeavor to inform Graduate Assistants of available work assignments and schedules at or near the beginning of each employment period in order for the Assistants to indicate a preference of assignments and schedules for consideration when assignments are made. Supervisors and employing units will endeavor to avoid conflicts between class and work schedules. Supervisors must provide as much notice as possible in providing work assignments, preferably not less than fifteen (15) calendar days prior to the start of classes.

Designated Work Schedule:

PREPARATION AND TRAINING

(List any preparation and additional training required of the work assignment.)

APPOINTMENT AND TIME OFF

Graduate assistants are appointed to a specific full-time equivalency (FTE) of time expected to be working in the position. FTE is designated in the appointment letter. Appointments begin the first day of the term and extends to the last day of each term. Article 11, Section 3 of the CGE and OSU Collective Bargaining Agreement defines the number of work hours expected weekly and during the academic quarter. Should time off during the appointment be needed, a written request is expected to be completed in advance and submitted to the supervisor (Article 9, Section 7). This includes time off when on appointment and classes are not in session, for example Winter Break and Spring Break.

UNIVERSITY CLOSURE

The University shall notify employees prior to the beginning of their work shifts not to report to work due to closure or curtailment of work due to inclement weather or hazardous conditions. Graduate Assistants cannot be compelled to work when the University is closed, except by mutual agreement.

Signature/Approvals

Signatures denote receipt of the work assignment, responsibilities, requirements and duties of the position.

Employee Signature

Date

Supervisor Signature

Date