

JOB  
OPPORTUNITIES  
FOR  
GRADUATE  
STUDENTS

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2009-2010

Office of Graduate Studies  
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# ACADEMIC & STAFF TITLES

This booklet is written to assist graduate students seeking employment outside of their own departments. Students can be appointed to student academic positions (Teaching Assistant, Reader, Tutor, Associate or Graduate Student Researcher) by a department, group or program or employed in student staff positions which are listed with the Career Services Center (Employment Services).

Students appointed to the Teaching Assistant, Reader, Tutor and Associate titles (ASE) are under Agreement between the Regents of the University of California and the Coalition of Allied Student Employees, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO. The Agreement, ASE title definitions, and campus wide posting of appointment opportunities are on the web at: <http://ogs.ucsd.edu/financialsupport/employment/academic/pages/default.aspx> under the heading "Academic Employment Opportunities".

The following is a brief description of *academic titles* for graduate students:

**Teaching Assistant (TA):** The duties of a TA may include conducting discussion, recitation, laboratory, or quiz sections; holding office conferences with students; preparing materials for classroom or laboratory instruction; assisting professors in designing a course; preparing materials and tests; proctoring examinations; and grading student papers and examinations.

**Reader:** A reader assists a course instructor by grading homework, papers, or exams and may also hold office hours to answer students' questions about such assignments.

**Tutor:** A tutor provides tutoring to individual (one-on-one) or small groups (three or more) of undergraduate or graduate students who require additional help to understand a course or topical material. In some instances tutoring may focus on improved use of the English language.

**Associate:** An associate conducts the entire instruction of a lower-division course but may not teach an upper-division course without specific approval by the Committee on Educational Policy. Ph.D. students are usually in the final stages of dissertation writing.

**Graduate Student Researcher (GSR):** A GSR performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.

**Student Staff Titles:** Graduate students can also be employed on student staff titles. Many campus departments employ students for part-time positions in working titles such as computer assistant, engineering aid, library assistant, food service worker and lab assistant. Departments list these jobs through Employment Services, a division of the Career Services Center. Positions may be viewed at the Career Services Center home page, and students can apply directly through the department.

## SUPPORT ELIGIBILITY

Graduate student appointments may be for a maximum of 50% time (20 hours per week) during the academic year. During the summer (mid-June to mid-September), some departments allow appointments up to 100% time. Before accepting a position outside your own department, you must obtain the approval of your graduate department support coordinator. Graduate students must meet the basic qualifications as follows:

1. **Full-time enrollment** (12 units or more) is required for students in 50% time appointments.  
Students enrolled in less than 12 units are eligible for up to a 25% time appointment with the approval of the student's department.
2. Be in **good academic standing**, i.e.,
  - a. Meet departmental standards including a satisfactory spring evaluation;
  - b. Maintain a GPA of 3.0 in upper-division and graduate course work;
  - c. Must not have accumulated more than a total of eight units of F and/or U grades overall.
3. Be within **departmental support time limit**.
  - a. Ph.D. and D.M.A. Degree Aim: Every student has three time limits within the department. These are: pre-candidacy, support, and registered time. Ph.D. and D.M.A. students in good standing are eligible to receive University support until they reach their support time limit.
  - b. M.A., M.Eng., and M.S. Degree Aim: Eligible for 7 quarters of support.
  - c. M.F.A. and M.P.I.A. Degree Aim: Eligible for 10 quarters of support.

The Office of Graduate Studies (OGS) issues this booklet to assist you in finding positions outside your department. The booklet is also available on the web at <http://ogs.ucsd.edu/FinancialSupport/Documents/jobopportunities.pdf>. If you have any questions or comments regarding this booklet, please contact Erin Gilbert, (858) 534-3727, Office of Graduate Studies, 402 University Center, Student Services Center, Building # 931 (on UCSD Campus Map).

## SALARY & FEE INFORMATION

**TAs:** Teaching Assistants receive three equal paychecks per quarter. Fall quarter paychecks are issued on 11/1, 12/1 and 1/1; Winter quarter checks on 2/1, 3/1 and 4/1; and Spring quarter checks on 5/1, 6/1 and 7/1. Monthly salary is determined by multiplying the 100% monthly salary rate by the appointment percent time.

**TA (Reader/Tutor/Associate) PARTIAL FEE PAYMENTS:** A graduate student appointed on an academic title or a combination of academic titles (TA, Reader, Tutor, Associate and GSR) at 25% time or more for the entire quarter is eligible to have the health insurance portion of the fees paid and partial fee remission (registration and educational fee). For the Spring quarter 2009, the amount is \$3178 for California residents and \$3282 for nonresidents. For Teaching Assistants and Associates (and Readers and Tutors confirmed to work a minimum 25% or 110 hours), these fee payments are credited to students' accounts prior to the beginning of the quarter. Unconfirmed Readers and Tutors who eventually work 110 hours during the quarter are refunded fees at the end of the quarter after copies of timesheets are submitted to OGS.

**GSR SALARY & FEE PAYMENTS:** Graduate Student Researchers are paid once a month on the first day of the month following the beginning of the term of appointment. Monthly salary is determined by multiplying the 100% monthly salary rate by the appointment percent time. Graduate Student Researchers employed 25% or more for the quarter are eligible to have their entire tuition/fees (excluding any professional or program fee) paid under the Graduate Student Researcher Tuition/Fee Remission program.

**HOURLY:** Students appointed as Readers, Tutors, and on student-staff titles are usually paid at an hourly rate and paid biweekly, every other Wednesday.

### October 2008 Student Academic Title Salary Rates

<u>Title</u>	<u>100% Salary Rate</u>	<u>50% Salary Rate</u>
Teaching Assistant	\$3697.11/month	\$1848.55/month
Reader	\$12.72/hour	
Tutor (Single Session)	\$15.70/hour	
Tutor (Group Session)	\$18.84/hour	
<b>Graduate Student Researcher</b>		
Step 1	\$2702/month	\$1351/month
Step 2	\$2912	% time varies
Step 3	\$3229	% time varies
Step 4	\$3488	% time varies
Step 5	\$3720	% time varies
Step 6	\$3893	% time varies
Step 7	\$4205	% time varies
Step 8	\$4540	% time varies
Step 9	\$4905	% time varies
Step 10	\$5296	% time varies

**2008-2009 Student Staff Title Salary Rates:** Graduate students can also be employed on staff titles. Departments list these jobs through Employment Services (located in the Career Services building). Positions may be viewed in the Career Services online lab or via any computer with University access via the Career Services home page at <http://career.ucsd.edu/index.shtml>. The pay rates for staff titles vary depending upon the position and job responsibilities, but all positions pay at least minimum wage (\$8.00/hour).

## WRITING PROGRAMS

**Description:** The six writing and core programs, one for each undergraduate college, appoint over 100 graduate students each year to assist with undergraduate instruction in improvement of writing skills. Students are appointed as Teaching Assistants and usually at 50% time.

**Qualifications:** Applicants must be confident, competent writers. Some weight is given to applicants who have had classroom teaching experience, especially as writing instructors or writing tutors.

**Application Procedure:** One writing program acts as the Clearinghouse each year, receiving all applications for Teaching Assistantships in the six colleges. For the 2009-10 academic year, the writing program at Thurgood Marshall College will be the Clearinghouse. Application packets should be sent to: Dimension of Culture Program, Mail Code 0525, UC San Diego, 9500 Gilman Drive, La Jolla, CA 92093-0525. Application packets should contain:

1. A letter of application explaining why you are interested in teaching in a program in which writing plays a central role and stating any experience you may have acquired in the field thus far, as well as other experience you consider relevant. In the upper right-hand corner of this letter list your name, graduate department and degree goal, e-mail address, daytime and evening telephone numbers, and your hours of accessibility (if appropriate). Right below this information, please list, in order of preference, the program(s) whose consideration you seek. This letter should be the first page(s) of your packet.
2. A brief resume or curriculum vitae of pertinent qualifications.
3. A sample of your writing (in English), such as a seminar paper or term paper.

**Send one copy of your application packet for each of the programs included in your list of preferences and an additional copy for the clearinghouse file.** For example, if you are applying to all six programs you will need to send seven packets. We are unable to accept electronic applications.

Descriptions of each of the six writing programs are at <http://clearinghouse.ucsd.edu>. For additional information about a specific writing program, please contact the appropriate representative:

**E. Roosevelt College: Making of the Modern World Program, Mollie Martinek**  
[mmartinek@ucsd.edu](mailto:mmartinek@ucsd.edu), (858) 534-7117, ERC Administration Bldg., 2nd floor, Mail Code 0546

**Muir College Writing Program, Nancy Hesketh**  
[ndhesketh@ucsd.edu](mailto:ndhesketh@ucsd.edu), (858) 534-2426, 2346 HSS, Mail Code 0106

**Revelle College Humanities Writing Program, Pam Clark**  
[pclark@ucsd.edu](mailto:pclark@ucsd.edu), (858) 534-3311, 180 Galbraith Hall, Mail Code 0306

**Sixth College: Culture, Arts & Technology Program, Nicole Petruska**  
[npetruska@ucsd.edu](mailto:npetruska@ucsd.edu), (858) 534-1209, Pepper Canyon Hall 257, Mail Code 0054

**Thurgood Marshall College: Dimensions of Culture, Sue Hawkinson**  
[schawkinson@ucsd.edu](mailto:schawkinson@ucsd.edu), (858) 534-0635, 130 Sequoyah Hall, Mail Code 0525

**Warren College: Writing Program, Julie Lakatos**  
[jlakatos@ucsd.edu](mailto:jlakatos@ucsd.edu), (858) 534-3068, EBU 3, 1st floor, Mail Code 0422

Most program offices are open Monday through Friday, 8:00-4:30, but are closed for lunch. Out-of-town applicants are encouraged to send inquiries via e-mail if possible.

**📧 Application Deadline:** The initial deadline for receipt of applications is May 1 at 12 noon. Applicants will be contacted for interviews shortly after the deadline. Although most of the available positions in the writing programs will be filled by the end of Spring Quarter 2009, late applications will be accepted via the Clearinghouse until September 1, 2009.

*Note: Please check with your department graduate coordinator to ensure eligibility (GPA, support limits, etc.).*

## LINGUISTICS

**Description:** The Department of Linguistics appoints about 45 speakers of American Sign Language, Arabic, French, German, Italian, Portuguese, and Spanish as Teaching Assistants in its lower-division language classes. Students are appointed as Teaching Assistants and usually at 50% time. For additional information, visit the Linguistics homepage on the web at <http://ling.ucsd.edu>.

**Qualifications:** Minimum qualifications are having a strong speaking ability in the language for which employed and sufficient formal education in that language to ensure that the TA speaks a variety of that language acceptable as a model for students. Attendance at the Linguistics language teaching workshop is mandatory.

**Application Procedure:** The application for Employment as a TA for the Linguistics Language Program (LLP) can be accessed at <http://ling.ucsd.edu/Language/lim/tainfo/teachposition/html#application>. Submit the application according to the instructions online.

**Application Deadline:** May 1 is the initial application deadline for all students. In most cases, incoming students who apply on or before May 1 can usually expect to have an answer concerning LLP employment within two weeks of the department's receipt of the application. Applications are accepted until September 15.

Additional information may be obtained in AP&M room 3202 or by calling (858) 534-3605.

## CHINESE STUDIES

**Description:** The Program in Chinese Studies appoints 15-20 graduate students as Teaching Assistants. Students are generally appointed at 25% - 50% time. The TA serves under the direct supervision of a faculty member and prepares instructional materials, conducts tutorial conversations, grammar and writing classes, holds office hours, and grades homework and tests. TA appointments are made on a quarter by quarter basis.

**Qualifications:** Applicants must be native speakers of Mandarin, as well as read and write in Chinese. Acceptance into a UCSD graduate program and attendance to a one day training session at the beginning and a wrap-up session at the end of each quarter are mandatory. F-1 visa status is also required.

**Application Procedure:** The Teaching Assistant application is available at the Chinese Studies Program website: [http://chinesestudies.ucsd.edu/contact\\_us.html](http://chinesestudies.ucsd.edu/contact_us.html). Call (858) 534-6477 or e-mail Mónica Rodriguez at [chinesestudies@ucsd.edu](mailto:chinesestudies@ucsd.edu) if you have any questions (include "Chinese Studies TA" in the subject line to expedite response to your inquiry). **Printed application materials** and **CD** may be sent or delivered to: Chinese Studies Program @ UCSD, 9500 Gilman Drive #0104, H&SS room 3086, La Jolla, CA 92093-0104. Applications must include; completed one-page application prompt, hand-written autobiography (in either Simplified or Traditional), a three-minute audio recording of your voice on a CD, a typed résumé and a copy of your college transcript or acceptance letter to a UCSD graduate program. Speak loud and clear on your recording, making sure the recording is free of background noise. Do not read from texts and ensure that your CD will play on a PC computer. Applications will not be considered without the three-minute recording on a CD.

**Application Deadline:** Students may apply at various times throughout the year, but it is best to reference [http://chinesestudies.ucsd.edu/contact\\_us.html](http://chinesestudies.ucsd.edu/contact_us.html) for up-to-date info. Students who want to work in fall quarter should apply by May 14, 2009. Applications received during the middle of the quarter will be applied to the next quarter's applicant pool. Continuing TAs will be given priority for subsequent quarters.

## JAPANESE STUDIES

**Description:** The Program in Japanese Studies appoints 13-15 native or quasi-native speakers of Japanese as Teaching Assistants. Students are usually hired at 33% or 50% time, working 13 or 20 hours per week and teaching two or three one-hour tutorial sections per week under an instructor's supervision.

**Qualifications:** Applicants should have a native or quasi-native competence in the language, should speak the standard variety of Japanese, and should have knowledge of fundamental Japanese grammar and culture. Attendance at a two-day training session at the beginning of the Fall quarter is mandatory.

**Application Procedure:** Please submit an application letter and resume detailing language and teaching backgrounds to Program in Japanese Studies, Mail Code 0104, 3024 H&SS, (858) 534-3598 or [japan@ucsd.edu](mailto:japan@ucsd.edu).

**Application Deadline:** Students may apply anytime. Students who want to work in September 2009 should apply by April 24, 2009.

## URBAN STUDIES AND PLANNING

**Description:** Four to six graduate students are appointed each quarter to meet USP's demand for TAs and Readers. The percentage of time paid varies from 25 - 50%, depending on the workload.

**Qualifications:** Applicants should have a strong background in urban planning, urban politics, urban sociology, urban economics, urban history, and/or health care. Previous teaching experience is preferred.

**Application Procedure:** Interested students should submit a resume to the Urban Studies and Planning office, 315 Social Science Building, Mail Code 0517, or e-mail to [akeiper@ucsd.edu](mailto:akeiper@ucsd.edu). References should be listed by name, organization/institution, address, phone and e-mail address.

**Application Deadline:** The initial application deadline is May 1. Vacancies can occur quarterly; therefore, students are encouraged to apply anytime.

## CENTER FOR TEACHING DEVELOPMENT

**Description:** Each quarter, the Center for Teaching Development appoints graduate students from a variety of departments on campus as consultants to new teaching assistants (TAs). Duties include providing constructive feedback and mentoring to the new TAs on how to improve their teaching. The feedback is based on review of questionnaires distributed by the TAs in their sections. Upon request of TAs and instructors, consultants may be assigned to observe and/or videotape sections, and distribute and analyze questionnaires prior to meeting with the TA. TA consultants may also assist the Director of the Center in the development, implementation, and evaluation of training seminars and workshops for TAs and other instructors on campus. Consultants are paid as an Associate (in lieu of TA) and are generally appointed on a per client basis (1 hour/client by agreement for consultation only and 3.5 hours/client for observation, questionnaire analysis, and consultation). Occasionally the Center appoints a qualified graduate student with expertise in TA consultation and/or instructional technology as a 25% or 50% Associate (in lieu of TA). Prior to working with TAs, consultants participate in a training program and are provided with a variety of instructional materials to support their consultation efforts.

**Qualifications:** Applicants should have strong communication skills and a demonstrated interest in teaching. Experience as a UCSD TA, Senior Teaching Assistant or participation in CTD's Preparing Professional Faculty series or UCSD's Summer Graduate Teaching Fellows program is preferred.

**Application Procedure:** Submit a curriculum vitae and a letter of intent stating how you would be of most assistance to new TAs. Include a letter of recommendation from a supervisor familiar with your teaching ability and send to the Center for Teaching Development, 307 Center Hall, Mail Code 0030. For more information, visit CTD's website at [http://ctd.ucsd.edu/services/ta\\_consultant/index.htm](http://ctd.ucsd.edu/services/ta_consultant/index.htm) or e-mail the Center for Teaching Development at [ctd@ucsd.edu](mailto:ctd@ucsd.edu).

**Application Deadline:** Apply anytime. The need for consultants varies each quarter according to the number of new TAs appointed by departments

## BIOLOGICAL SCIENCES

**Description:** The Division of Biological Sciences occasionally appoints graduate students from outside their department as TA's. The percentage of time is 50%.

**Qualifications:** Applicants should have a strong background in the biological sciences.

**Application Procedure:** Interested students should contact Mark Whelan, e-mail [tacoord@biomail.ucsd.edu](mailto:tacoord@biomail.ucsd.edu), Division of Biological Sciences, Mail Code 0348, 1228 Pacific Hall, (858) 534-9766.

**Application Deadline:** Students may apply anytime.

## CHEMISTRY AND BIOCHEMISTRY

**Description:** The Department of Chemistry & Biochemistry may have openings for students outside of their department. Students are paid 42% time at the TA salary rate.

**Qualifications:** Applicants should have a chemistry background suitable to teach general and organic chemistry laboratory courses. TAships in lecture courses may be available from time to time for students with the appropriate knowledge and background. Non-native English speakers must first pass a language exam.

**Application Procedure:** Full information, including deadlines and TA applications, is available online at <http://www-chem.ucsd.edu/academic/Instruc/Classes/TA/index.cfm>. For questions, contact Alejandro Vasquez, email [alvasquez@ucsd.edu](mailto:alvasquez@ucsd.edu), Department of Chemistry & Biochemistry, Mail Code 0303, 4010 York Hall, (858) 534-2263 or Irene Jacobo, email [ihjacob@ucsd.edu](mailto:ihjacob@ucsd.edu).

**Application Deadline:** Web applications are typically accepted until the 7th week prior to the quarter of teaching. A web application is required of all applicants. Transcripts may be required, as described on the website.

## PHYSICS

**Description:** The Department of Physics sometimes appoints graduate students from outside their department as TAs. The percentage of time varies from 20 - 50% depending on workload.

**Qualifications:** Applicants should have a strong background in physics and mathematics. Preference is given to students with Bachelor's degrees in physics.

**Application Procedure:** Interested students can access the application form by going to <http://physics.ucsd.edu> and clicking on Instructors/TAs. Please complete the application and return it to the Physics Student Affairs office as described on the application.

**Application Deadline:** Students may apply during the open application period, typically 5<sup>th</sup> and 6<sup>th</sup> week of each quarter.

## SCHOOL OF MEDICINE OFFICE OF EDUCATIONAL SUPPORT SERVICES (OESS)

**Description:** The School of Medicine OESS hires variable numbers of graduate students per quarter to serve as tutors and instructors for medical and pharmacy students. Tutors are paid at either the single (one-on-one) salary rate or at the group session salary rate. The percentage of time worked can vary from 12.5% - 50% time, and is flexible according to the graduate student's schedule. Some attendance at course lectures may also be required.

**Qualifications:** Tutors work in the following areas: Cell Biology/Biochemistry (especially biochemistry and genetics; Fall quarter) and Organ Physiology/Pharmacology (Winter quarter). Some summer positions are also available for students especially interested in the above areas.

**Application Procedure:** Interested students must first obtain approval from their department support coordinator, and then should contact Carrie Owen, School of Medicine, Mail Code 0697, Basic Science Bldg. Room 1208, (858) 534-1519.

**Application Deadline:** Students may apply anytime.

## SUMMER SESSION

**Description:** Last summer over 200 graduate students were appointed as TAs, Tutors and Readers for Summer Session courses. The decision to fund these student positions is made by the academic department for courses that have sufficient enrollment. When enrollment figures warrant a TA, Tutor, or Reader for the course, the department employs the student. Graduate students are also eligible to teach when a regular UC faculty member is not available.

**Qualifications:** Qualifications vary depending upon the course being taught.

**Application Procedure:** Interested students should check with their department about the availability of TA, Tutor, and Reader positions for Summer Session courses.

**Application Deadline:** You should check with your home department for possible deadlines. There will be one five-week session beginning June 29 and one five-week session beginning August 3 in the 2009 Summer Session.

## CAREER SERVICES CENTER

The Career Services Center (CSC), located on Library Walk, helps graduate students with virtually any career-related concern and offers a comprehensive set of programs and services throughout the year. Online registration at <http://career.ucsd.edu> through Port Triton is required.

**Job Opportunities:** CSC lists thousands of part-time and full-time job listings year round, including on-campus and off-campus opportunities for advanced degree holders. Various employers conduct job interviews at the Career Services Center each quarter to recruit graduating Master's and Ph.D. candidates for full-time career positions. Access the job listings and On-Campus Interview listings online at <http://career.ucsd.edu>. Search for listings requiring advanced degrees by using key words.

**Career Advising:** Graduate students can meet individually with Graduate Career Advisor Joe Cribari, to plan an effective academic or non-traditional job search, get a CV or resume critiqued, explore alternative advanced degree job options, and prepare for interviews and academic job talks. To make an appointment, call (858) 534-3750.

**Internships:** Getting career-related work experience before graduation is an important step that enables students to make solid career choices and enhance their potential in the eyes of employers. CSC offers internship advising, workshops, an extensive career library, and the Internship SuperSite at <http://career.ucsd.edu> - a one-stop shop for internship resources, information and opportunities.

**Workshops, Presentations & Job Fairs:** Workshops designed especially for graduate students are offered each term, including on-camera interviewing (academic and non-academic), CV-and resume-writing, and a career transition group for graduate students questioning their career paths. Special graduate student events have included an etiquette dinner, guest speakers on family influence, and presentations on career choice and alternatives to academia. In addition, CSC offers a variety of interview workshops, career panels, job fairs, networking opportunities, and company presentations featuring career professionals. Bookmark our quarterly calendar at <http://career.ucsd.edu> or pick up a printed copy at our center.

**Career Library:** Visit our Career Library for a great selection of career guides for Master's and Ph.D. candidates, job search handbooks, occupational guides, employer literature, career CDs and videos, salary surveys, and much more.

**Online Resources:** CSC's website includes a section especially for graduate students that provides job search information and links to helpful sites on the Internet. To access this section, visit the "Special for Graduate Students" section at <http://career.ucsd.edu>. Our online guides to academic and non-academic job searches can also be downloaded from this webpage. Graduate student members of the UCSD Alumni Association can also utilize the online Career Access Network to contact hundreds of alumni professionals for career advice and guidance.

**Alumni Services:** Alumni may continue to have complete access to the Career Services Center with an Alumni Career Plus subscription. As a subscriber, UC alumni are eligible to register for and use the services listed above at any point in their careers. In addition, alumni can meet individually with our alumni career advisor and attend special alumni workshops. For more information please visit: <http://career.ucsd.edu/sa/alumnPage.shtml>

For more information, call (858) 534-3750 or visit <http://career.ucsd.edu>.