

## General Posting Guidance for TA/Tutor Positions

Once the Program or hiring department determines a search is needed for a Teaching Assistant or Tutor, the position is required to be advertised. If the department has a candidate in mind, the department must still advertise the position to provide all students the opportunity to apply for the position.

- The Program or hiring department creates a posting by referencing [Article 23 guidelines](#), which include:
  - Number of ASE positions available
  - Employment non-discrimination statement (see below) \*
  - General description of the duties performed
  - Number of hours or %FTE requested
  - The minimum qualification
  - Preferred qualifications
  - Statement indicating that exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University
  - Application procedures and hiring unit contact person for the position
  - Additionally, add:
    - Eligible appointees must be in good academic standing.
    - All TA or tutor appointments must be approved by a student's program director.
- Finalized posting can be sent to GEPA (Division of Graduate Education and Postdoctoral Affairs) to Mary Bradley at [mary.bradley@ucsf.edu](mailto:mary.bradley@ucsf.edu).
  - GEPA will review posting to ensure all necessary requirements are included.
  - GEPA, in consultation with hiring unit, will determine the appropriate audience/listserv to email:
    - Master's students
    - PhD students
    - All graduate students
    - Program or Departmental listserv

### **\*Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status or disabled status, or other protected status under state or other protected status under state or federal law.