Per Article 9, Section 2, of the Local 6069 CGE/OUS Collective Bargaining Agreement, "the Graduate Assistant will be provided a copy of the Position Description for the appointment". Please complete the position description and route to the graduate assistant and faculty supervisor/Department Head/Director of the unit. **Send a completed copy of the position description to HSBC HR with a copy of the signed letter of offer or renewal letter.** *Appointments will not be processed until both documents are received.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Graduate Employee Name: |  | OSU ID: |  | FTE: |  |
| Assistantship Type:  (enter GTA or GRA in box to the right): |  | Year:  (e.g. 2015-2016) |  | Basis:  (9 or 12) |  |
| Supervisor: |  | Is this appointment required in order to fulfill an advanced degree requirement? (Yes or No 🡪) | | |  |

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| --- |
| **Required Qualifications:**  Include specialized instruction and/or licenses or certificates. |
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| **Relevant Health & Safety Information** (Working Conditions): |
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| Review and complete the Acknowledgement of Safety Instructions, Hazard Communication, General Lab Safety, and Emergency Preparation Training located at <http://oregonstate.edu/ehs/sites/default/files/doc/acknowledgement_form_2014_print.docx>. |

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| **Duties**  List functions and tasks performed with approximate number of hours to be spent on each function during term of appointment. |
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| **Decision Making**  Indicate level of independent decision making that position has latitude to make (e.g. grades, classroom management, research  methods, etc.). |
|  |

|  |  |  |
| --- | --- | --- |
| Does this positon directly supervise other employees?  (Please enter Yes or No in the field to the right.) |  | *If yes, complete remainder of this section.* |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of employees supervised: |  | Total FTE of those supervised: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Please indicate the number of each type of employee that is supervised by position. Leave blank if none.* | | | | | | | | | | |
|  | Students |  | Grad Assistants |  | Unclassified |  | Classified |  | Other |

|  |  |
| --- | --- |
| **Special Conditions of Employment**  *For all that apply, mark with an X.* | |
|  | Will the employee have regular unsupervised interaction with minors under the age of 18 or **otherwise vulnerable individuals** due to compromised physical or mental capacity? |
|  | Will the employee have ability to maintain system or database security, ability to reset user passwords, modify user accounts, or grant/revoke system access? |
|  | Will the employee have ability to enable local area network connection, have access to restricted or secured data system tables or programs, or serves as or performs functions of a systems administrator? |
|  | Will the employee have access to or ability to distribute confidential information about minors who are participating in Youth Programs? |
|  | Will the employee have access to medical records, medical billing information, medical treatment plans, or information about persons which falls under HIPAA compliance or Privacy Act rules? |
|  | Will the employee maintain department personnel files? |
|  | Will the employee be working with hazardous chemicals/materials OR have access to areas where hazardous materials are stored (chemicals/materials NOT available for purchase by the general public)? |
|  | Will the employee perform duties that involve procurement of hazardous materials OR perform duties that involve packaging, labeling, or shipping items controlled by State or Federal law? |
|  | Will the employee have access to or work with drugs that are considered controlled substances (generally not available to the public, cannot be purchased "over the counter")? |
|  | Will the employee have access to or work in a laboratory or campus facility that is not considered open to the general public? |
|  | Will the employee have access to or work in a laboratory/ facility that houses activities involving diseases or substances that could compromise the health and safety of others? |
|  | Will the employee have unsupervised access to animals (includes for research purposes or to provide veterinary medical services)? |
|  | Will the employee provide care, restraint, or handling of animals in the custody of OSU? |
|  | Will the employee operate a privately owned, State-owned, or State-provided motor vehicle in performance of an essential duty? |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Additional Information & Resources**

Current CGE Contract & Other Resources

<http://hr.oregonstate.edu/policies-procedures/administrators/graduate-employee-cge-contract-resources>

OSU Graduate School

<http://gradschool.oregonstate.edu/>

Graduate Assistant Appointment and Salary Guidelines

<http://gradschool.oregonstate.edu/finance/graduate-assistantships>

Criminal History Checks at OSU

<http://hr.oregonstate.edu/manual/criminal-history-check>

Motor Vehicle History Checks at OSU

<http://hr.oregonstate.edu/manual/motor-vehicle-history-check>