**ASU Job Title:** Graduate Service Assistant – Instructional Aide  
**Job Code:** 989004  
**Location:** Tempe campus  
**Full Time/Part Time:** Part-Time  
**FTE:** 12.5%FTE, 5hrs/wk  
**Exempt/Non-Exempt:** Non-Exempt  
**Hourly/Salaried:** Salaried  
**Regular/Variable/NT/NC:** Variable  
**FUNDING APPROVAL:** TSJ  

**College/Division:** Ira A. Fulton School of Engineering  
**Scope of Search:** Internal  
**Grant Funded Position:** Funded in whole or part by sources other than state appropriations; not a grant funded position.  

**Posted Rate of Pay:** $1,000/semester; $125/pp  

**Close Date:** December 11, 2020 is the initial close date; applications will continue to be accepted and reviewed every week until the search is closed.  

**Job Description:**  
The qualified candidate for the Graduate Service Assistant – Instructional Assistant role within SBHSE is a current BME Masters or PhD candidate who has completed an undergraduate degree in a BME program. Additionally, the candidate must be available for all class sessions of the course to which they are assigned. The candidate should have strong technology, interpersonal communication and organizational skills. The candidate must be available to attend training regarding ASU Classroom Technology use expectations. Must perform ASU required cleaning protocols of instructor spaces per ASU guidelines.  

**Minimum Qualifications:**  
- An undergraduate degree in BME is required.  
- Must be a current MS or PhD candidate.  

**Working Environment:**  
Activities are primarily performed in a regular, climate controlled office setting subject to extended period of sitting. Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties. Ability to work both independently or within a complex structured team. Normally receives no instructions on routine work and general instructions on new assignments with review of completed tasks. Exercises judgment within generally defined practices & policies in selecting methods & techniques for obtaining solutions.  

**Essential Duties:**  
- Responsible for assisting students in various BME Graduate classes or BME 400 level undergraduate classes.  
- Attend weekly lectures in person per the ASU Course catalog scheduling.  
- Manage classroom technology logistics (such as Zoom setup and chat monitoring).  
- Assist the instructor in engaging in-person students in curriculum discussions and dialogues.  

**Desired Qualifications:**  
- Previous experience as either an Engineering UGTA or GTA.  
- An ability to help students with relatively little technical abilities.  
- Familiarity with BME Graduate curriculum.
**Department Statement/Gen Info:**
The School of Biological and Health Systems Engineering (SBHSE) was founded in 2009 to provide a relevant and challenging curriculum that immerses our students in progressive and exciting developments and discoveries of Biomedical Engineering and medicine. SBHSE represents the true fusion of modern medicine and modern engineering. We believe that students and faculty should be embedded in the health care communities that they serve as well as in the cutting edge research laboratories that serve as the engines of change for medicine. Given our collaborations with the Mayo Clinic, Mayo Hospitals, Phoenix Children's Hospital, Barrow Neurological Institute and Catholic Healthcare West - Arizona, Maricopa Integrated Health System, TGEN, Center for Health Information & Research, and our extensive medical industry collaborators, the students and faculty in Harrington Biomedical Engineering are players in the resource-rich health care and research environment in the Phoenix Metropolitan Area.

**ASU Statement:**
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification Statement:**
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement:**
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Notice of Availability of the ASU Annual Security and Fire Safety Report:**
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clergy-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clergy-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services)

**Instructions to Apply:**
Applications will be sent via email to tomi.stjohn@asu.edu for consideration. Application deadline is 2:59pm Arizona time on the date indicated. Only electronic applications are accepted. Attach a single Word or PDF document, which includes:

- Resume
- List of any/all BME curriculum completed with a grade of B or higher to date

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties, and name of employer for each position.

Resumes should clearly illustrate how prior knowledge and experience meet the minimum and desired qualifications stated in this requisition.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.