

TEACHING ASSOCIATE
UNIT 11 - POSITION DESCRIPTION
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Employing Department / Program Information – This information will NOT be posted online

Dean / Chair / Coordinator: _____ Ext: _____
Administrative Support Contact: _____ Ext: _____
TA Direct Supervisor: _____ Title: _____

Position Information – Information below this line WILL be posted

Program Center / Department: _____
Building: _____ Room: _____ Contact: _____
Semester: _____ Year: _____ Application Deadline: _____ On-Going
Units Per Semester: _____ Monthly Pay: _____
Position Start Date: _____ Position End Date: _____
Dept. Contact Person: _____ Telephone: _____
Building / Room No: _____ Email: _____

Minimum Qualifications & Restrictions

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| <ul style="list-style-type: none">✓ GPA minimum of 3.0 OR <i>newly admitted students</i> must have a 2.75 or better but not less than 3.0 during last 60 units (90 quarter units)✓ Must show satisfactory progress towards degree✓ Must be enrolled in at least 6 units, but not more than 12 units. <i>Exception: 500 courses / Culminating Experience</i> | <ul style="list-style-type: none">✓ Credential students are <u>not eligible</u>✓ Must be classified or conditionally classified in a graduate degree program✓ Hiring department & student's major should be the same✓ TAs may work a maximum of 7.5 units while enrolled in courses |
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General Duties / Responsibilities – Teaching Associates (applicable items marked)

- Responsible for instruction of students (under supervision of tenured or tenure track faculty member)
- Assign students instructional activities and exercises
- Prepare course materials and aids
- Administer examinations
- Assess student performance and evaluate student work and examinations
- Maintain office hours to provide direct individual contact between students and Teaching Associate
- Clarify course material or course content for students
- Tutor students
- Determine course grades
- Incumbents may assist faculty with field experience, supervision, simulation exercises and /or research projects.

- Incumbents in Range A are designated to teach courses at the lower division level.
 - Equivalent to **OR** completion of the requirements for a bachelor's degree and concurrent admission to **OR** enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.
- Incumbents in Range B are designated to teach courses at the lower and / or upper division level.
 - Equivalent to **OR** completion of the requirements for a master's or doctorate degree and concurrent admission to **OR** enrollment in a doctoral degree program of the university that is related to the discipline to which the individual is assigned. One academic year of full-time doctoral study, with successful completion of all requirements, may be substituted for the master's degree requirement.

Additional Qualifications: (if any)

Special Requirements: (e.g. health clearance; live scan; drug test)