Teaching Associate (TA)

Academic Student Employee / Unit 11 Position Description
California State University, Sacramento

The classification for **Teaching Associate** is one of three classifications in a collective bargaining unit, Unit 11. The Teaching Associate classification provides currently enrolled or admitted University graduate students practical teaching experience in fields related to their advanced study.

Position Information

Department: English/Teaching Associate for ENGL 5

Semester: Fall Year: 2023 **Application Deadline**: April 7, 2023 ☐ Continuously Hiring*

Hours Per Week: 8 Monthly Pay: Est. $627; see Call for in

Position Start Date: August 23, 2023 Position End Date: January 2, 2024

☒ **Pool Position** – This is an on-going, as-needed, pool of temporary Teaching Associate candidates. As departmental temporary needs are identified, this pool will be reviewed periodically to obtain potential candidates. If selected, candidates will be contacted directly by the hiring officials to arrange an interview. Applications submitted will be good for **one** semester.

Hiring Contact Person: Hellen Lee Telephone: (916) 278 - 6586

Email: engl-asc@csus.edu Building / Room No: CLV 102

*Position will stay open throughout the year. Contact department for details

Minimum Qualifications & Restrictions

- ✓ **GPA minimum of 3.0** OR *newly admitted students* 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. *Exception*: 500 courses / Culminating Experience
- ✓ **Credential students are *not eligible***
- ✓ Must be classified or conditionally classified in a graduate degree program
- ✓ Hiring department & student's major should be the same

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)**

- Must have successfully completed one of the following: ENGL 220A or ENGL 215B
- Must be available to attend pre-semester training and regular staff meetings

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

****Exceptions may be granted at the sole discretion of the University.**

Fair Labor Standards Act (FLSA)

This position is non-exempt, (eligible for overtime compensation) according to the Fair Labor Standards Act.

Equal Employment Opportunity

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit http://www.csus.edu/hr/departments/equal-opportunity/index.html

The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information on mandatory training for new employees, visit http://www.csus.edu/hr/departments/equal-opportunity/Information%20for%20Job%20Applicants.html

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Campus Fire Safety Right-To-know Act Notification. For additional information, visit http://www.csus.edu/aba/police/

Background Check

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

Child Abuse and Neglect Report

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in the California State University Executive Order 1083 as a condition of employment.

Employing Department / Program Information

This Information WILL NOT be Posted Online

Department / Program: English

Dean / Chair / Coordinator: Sheree Meyer / Hellen Lee / Angela Laflen Ext: 8-6502/8-6576/8-6247

Administrative Support Contact: Shaun Kirby Ext: 8-5745

TA Direct Supervisor: Angela Laflen Title: Teaching Associate Coordinator

How to submit this form: Please save this form to your computer, then fill it out and save again. Open your email program and attach this saved form to an email to durand@saclink.csus.edu.