

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

Position Information

Program Center / Department: Chemistry
Building: Sequoia Room: 506 Contact: Michelle Williams
Semester: Open Hiring Year: _____ Application Deadline: TBA On-Going
Units Per Semester: 1.0 - 7.5 Monthly Pay: \$199.87 - \$1,499.00
Position Start Date: Contact Department Position End Date: Contact Department
Dept. Contact Person: Michelle Williams Telephone: (916) 278-6685
Building / Room No: Sequoia/506 Email: mwill@csus.edu

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
- ✓ **TAs** may work a maximum of 7.5 units while enrolled in courses

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)

Certain assignments may require passing a qualifying exam to ensure proficiency in the course material.

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

Submit Form

FLSA

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

Background Check

This position may require the successful completion of a background check for all new employees or those who have had a break in service for more than twelve (12) months. Failure to satisfactorily complete a required background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

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/>