

## Academic Student Employee Position Opening

### Teaching Associate (TA)

<b>Department:</b> Chemistry & Biochemistry <b>College:</b> College of Science and Math	<b>Effective Date of Appointment:</b> AY 2024/2025
<b>Position: Teaching Associate (T.A.)</b> <input type="checkbox"/> 2353 (Monthly) <i>S. J. [Signature]</i> <input checked="" type="checkbox"/> 2354 (AY)  For questions regarding Class Code, please get in touch with Faculty Affairs.  <b>Course Name and Number:</b> CHEM 100L CHEM 235L CHEM 101L CHEM 333L CHEM 102L CHEM 334L	<b>Teaching Associate Variable Rate Salary – Monthly:</b> (Subject to Budgetary Approval)  2354 (AY)      \$3,090 - \$7,236 per month* 2353 (Monthly) \$3,488- \$8,308 per month*  <i>*This amount is based on a Full-Time (1.0 FTE) time base; the actual salary will be prorated based on the actual workload. For example, a TA teaching 7.5 units (working 20 hours per week) would be equivalent to a 0.5 FTE.</i>  <b>Salary for this position:</b> \$3,938 based on the Teaching Associate Time Base Table:  <a href="#">(Click here to view the T.A. Timebase Table)</a>

#### Teaching Associate - Time Base for This Position Class Codes 2353 (Monthly) and 2354 (AY)

Paid Units	Time Base Fraction	FTE	Approx. Hours Per Week
2	2/15	0.133333	5.20 Hours

**Qualifications:**

- Enrolled in a graduate program of the Department of Chemistry & Biochemistry.
- Must be enrolled in a minimum of 1 unit in the major during the semester.
- Possess a good understanding of undergraduate-level chemistry & biochemistry.
- Possess excellent oral and written communication skills.

**Responsibilities:**

- Ability to use technology to teach the lab and familiarity with Canvas (Canvas - Training Courses are offered through CSUN Information Technology (IT) at <http://www.csun.edu/it/training>).
- Provide laboratory instruction and administer labs and examinations.
- Prepare course materials and follow course guidelines established by Department Course Coordinator.
- Evaluate student performance on labs and exams, keep accurate records and determine final course grades.
- Tutor students during scheduled weekly office hour(s).
- Work closely with Department Course Coordinator, Department Chair, and other Teaching Associates.
- Complement the schedule of course lectures related to the lab.
- Attend required meetings/training regarding course curriculum preparation with Course Coordinator.
- Adhere to all University and Department regulations, policies, and procedures.

**Per the [Classification Standards](#):** Teaching Associates are typically responsible for providing classroom and/or laboratory instruction, assigning assignments, preparing course materials, administering examinations, assessing student performance, tutoring students, and determining course grades. Also, incumbents may assist faculty with field experience, supervision, simulation exercises, and/or research projects. (Duties described in this classification standard are examples only; they are not necessarily descriptive of any one position. Individual positions may be assigned responsibility for other duties which require the skills, knowledge, experience, and education of this classification standard)].

**Application Deadline:** Open until filled

**Application Process:** Applicants should email the [Statement of Professional Experience](#) to: [chemistry.department@csun.edu](mailto:chemistry.department@csun.edu)

**Inquiries and nominations should be addressed to:** [chemistry.department@csun.edu](mailto:chemistry.department@csun.edu)

**Please note:** Students applying for Teaching Associate positions must be currently enrolled in the graduate program of the Department in which they are applying. Degree-seeking graduate students who are enrolled in interdisciplinary degree programs may be hired as Teaching Associates for departments that comprise their interdisciplinary programs. Academic Student Employees may not concurrently hold a faculty or staff position. Students with assignments in more than one student classification (i.e., Teaching Associate and Graduate Assistant) are restricted to working a maximum of 20 hours per week during the Academic Year. The 20 hour per week maximum includes hours worked in all positions.

**CSUN's Commitment to You:**

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation, and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

As a Hispanic-serving Institution (HSI), inclusiveness and diversity are integral to CSUN's commitment to excellence in teaching, research, and engagement. As of Fall 2023, CSUN enrolls ~36,000 students, where 55.7% are Latinx, 19.7% are White, 8.9% are Asian-American, 5.0% are Black/African American, 0.1% are Native American, and 0.1% are Native Hawaiian or Pacific Islander.

For more information about the University, visit our website at <http://www.csun.edu>.

**General Information:**

In compliance with the Annual Security Report & Fire Safety Report of Campus Security Policy and Campus Crime Statistics Act, California State University, Northridge has made crime-reporting statistics available online [here](#). Print copies are available by request from the Department of Police Services, the Office for Faculty Affairs, and the Office of Equity and Diversity.

The person holding this position may be considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily. Failure to satisfactorily complete the background check may affect the status of applicants. In accordance with the California State University (CSU) Out-of-State Employment Policy, the CSU is a state entity whose business operations reside within the State of California and prohibits hiring employees to perform CSU-related work outside of California.

CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in [CSU Nondiscrimination Policy](#). Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting the Chemistry & Biochemistry Department at 818-677-3381.



CALIFORNIA  
STATE UNIVERSITY  
NORTHRIDGE

**ASE-1**  
**Revised 04/24**