

Academic Student Employee Position Opening

Teaching Associate (TA)

Department: Biology College: College of Science and Math	Effective Date of Appointment: AY 2024/2025
Position: Teaching Associate (T.A.) <input type="checkbox"/> 2353 (Monthly) <input checked="" type="checkbox"/> 2354 (AY) For questions regarding Class Code, please get in touch with Faculty Affairs. Course Name and Number: BIOL 100L, BIOL 101L, BIOL 102LCS, BIOL 106L, BIOL 107L, BIOL 212, BIOL 215L, BIOL 282, BIOL 315L, BIOL 381, BIOL 382L, BIOL 383L	Teaching Associate Variable Rate Salary – Monthly: (Subject to Budgetary Approval) 2354 (AY) \$3,245.00 - \$7,598.00 per month* 2353 (Monthly) \$3,662.00 - \$8,723.00 per month* <i>(Effective date: 07/01/2024. For more information regarding salary schedules, please click here to visit the CSU Salary Schedule website).</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. Salary for this position: \$3,852.00, based on the Teaching Associate Time Base Table: (Click here to view the T.A. Timebase Table)

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

Paid Units	Time Base Fraction	FTE	Approx. Hours Per Week
2.1	7/50	0.14	5.60 Hours

Qualifications:

Must hold at least a bachelor's degree in biology or a related field or have demonstrated competency in Biology equivalent to that required for admission into the Biology MS program.

Experience as a teaching assistant, instructor, or tutor in biology at the college level is a plus but is not required.

Experience in coursework or research in specialized areas of biology (e.g. microbiology, genetics, ecology, or physiology) related to the course is required for teaching upper division courses. Proficiency in relevant software and ability to operate and maintain laboratory equipment may be required for some specialized courses.

Ability to provide hands-on guidance in laboratory settings, including but not limited to techniques in cell biology, molecular biology, and field work practices.

Ability to instruct students on proper lab techniques and safety procedures.

Excellent verbal and written communication skills to convey scientific material clearly.

Ability to create a positive and engaging learning environment for students of diverse backgrounds.

Strong organization skill for managing course materials, assignments, and grading efficiently

Collaborative approach with faculty, staff, and students; commitment to fostering a respectful and inclusive classroom environment.

Commitment to academic integrity and the ethical stands of scientific practice.

Dedication to continuous improvement in teaching effectiveness and subject matter expertise.

Available to attend regular class hours, office hours, and any additional meetings as required by the department.

Responsibilities:

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:

Solicitation for online submission of applications will be sent via email to all admitted graduate students in the Department of Biology typically at least two weeks before deadline. Deadlines are typically July 1 for Fall semester and December 1 for Spring applications. Review of applications will commence immediately after the deadline but late applications will be accepted until positions are filled.

Inquiries and nominations should be addressed to: biogradcoordinator@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 Biology Department at 818-677-3356.

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