

Academic Student Employee Position Opening

Teaching Associate (TA)

Department: Geography and Environmental Studies College: Social and Behavioral Sciences	Effective Date of Appointment: August 21, 2024 – December 23, 2024
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: GEOG 102 12831 GEOG 102 21246 GEOG 105 12815 GEOG 105 21247	Teaching Associate Variable Rate Salary – Monthly: (Subject to Budgetary Approval) 2354 (AY) \$3,090 - \$7,236 per month* 2353 (Monthly) \$3,488- \$8,308 per month* *This amount is based on a Full-Time (1.0 FTE) time base; the actual salary will be prorated based on the actual workload. <i>For example, a TA teaching 7.5 units (working 20 hours per week) would be equivalent to a 0.5 FTE.</i> Salary for this position: \$3,675 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
1.3	1.3/15	.08	3.466

Qualifications:

- Enrolled in a graduate program of the Department of Geography and Environmental Studies.
- Must be taking a minimum of 1 unit in the major during the semester.
- Possess excellent oral and written communication skills.
- Ability and willingness to work with students from diverse backgrounds
- Bachelor’s degree in Geography or related cognate discipline.
- An emphasis on physical geography is preferred but not required.
- Teaching or tutoring experience is preferred but not required.

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, administer labs and examinations.
- Prepare course materials and follow course guidelines established by the Teaching Associate Advisor.
- Evaluate student performance, keep accurate records, and determine final course grades.
- Tutor students during scheduled weekly office hour(s).
- Work closely with the Teaching Associate Advisor, Department Chair, and other Teaching Associates
- Complement the schedule of course lectures related to the lab.
- Attend required meetings/training regarding the course and curriculum preparation.
- Adhere to all University and Department regulations, policies, and procedures

Application Deadline: Open until Filled; Hiring multiple applicants.

- The review process will start on **August 1st, 2024**

- The application can be obtained by emailing the Department of Geography and Environmental Studies at geography@csun.edu

Application Materials:

1. Application
2. Cover Letter
3. CV/resume
4. College transcript
5. Copies of teaching evaluations OR letters of recommendation (if you have not previously taught)
6. Specification of your preferred lab and session, either GEOG 102 or 105

Inquiries and nominations should be addressed to: Geovanna Burrell, geovanna.burrell@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 Department of Geography and Environmental Studies at 818-677-3532.

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Revised 04/24