STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Teaching Associate
Department: BIOLOGY
Pay rate per course taught: $968.40 per semester
Units allotted per course taught: 1
Expected percentage of appointment or hours per week: 6.67%

Requisition #: BIO_TA_1718 Deadline to apply: open until filled

Description of duties: In consultation with the faculty in charge of the course, the TA is responsible for instruction and student evaluation in the discussion portion of the course, as based upon the design of the activities generated by the faculty. The faculty and TA may share duties for determining course grades when the lecture and discussion grades are combined into a final course grade.

Minimum Qualifications for this classification: Knowledge of the subject matter of the discipline to which the individual is assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students. Evidence of satisfactory achievement in previous academic work. Education 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. Specifically, this means that the student must be in a graduate degree program in the same department in which the Teaching Associate assignment will be made.

NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

Hiring Criteria for this job:
1) Bachelor's Degree in Biology or its equivalent.
2) Registered for courses as a Biology Graduate student at SSU in the semester during which teaching is done.
3) Appropriate background including course work and/or other relevant experience.
4) Potential for effectiveness in teaching including: organizational ability; communication skills; ability and willingness to perform objective evaluation of students; and reliability.

How to apply: Applicants should submit the following:
1) A letter of application which includes pertinent experience and qualifications. Please include your address, phone number and student id number, and state your course and section preferences. Students are welcome to apply for multiple lab sections (typically, students have been assigned up to 4 WTU’s per semester).
2) Two letters of reference.
3) A curriculum vitae and current transcripts, unless already on file with the Department Graduate Coordinator.
4) Previous teaching evaluations if available.

To: Dr. Derek Girman, Graduate Coordinator, Department of Biology.
Anticipated Positions for FALL 2017
Based on present staffing data, the department will fund the following lab sections:

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<th>WTU</th>
<th>Salary</th>
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How you will be notified of the hiring decision: Candidates will be notified by telephone or e-mail.

Supervisor for this position: Depends on the course for which the candidate is selected.

NOTES:
1. 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. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or programs in which the Graduate Assistant is doing graduate work. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.
2. Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee’s identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
3. Sonoma State University is an affirmative action/equal opportunity employer and has a strong commitment to the principle of diversity. We seek a broad spectrum of candidates including members of underrepresented groups. Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at 707/664-2227 or TDD (using the California Relay Service) at 877/735-2929.
4. 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 CSU Executive Order 1083 as a condition of employment.
5. Background Check: Successful candidate may be required to complete a background check prior to assuming the position.