STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Teaching Associate
Department: Modern Languages and Literatures
Pay rate per course taught: $4,107.20 per semester
Units allotted per course taught: 4
Expected percentage of appointment or hours per week: 27%

Requisition #MLL_TA_1718

Description of duties:
The Teaching Associate will be assigned a lower-division Spanish course section by the department chair (SPAN 101-202). The Teaching Associate shall provide all aspects of classroom instruction, including preparing course materials, planning and delivering lessons, preparing and administering exams, holding at least two scheduled office hours per week, determining and entering course grades, attending scheduled meetings, workshops, and training orientations, as well as other relevant duties assigned by the coordinator or department chair. The Teaching Associate will be observed periodically by the supervisor, coordinator, or department chair. The Teaching Associate must be familiar with applicable SSU policies (http://www.sonoma.edu/uaaffairs/policies/). Although this appointment is intended for the full academic year, reappointment for the spring semester is contingent upon satisfactory performance during the fall term.

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:
Teaching Associates must be Classified Graduate Students in the Spanish MA program, must have at least an overall 3.5 GPA in graduate coursework, must have successfully completed both Spanish MA courses during the summer term immediately prior to the academic year of the teaching assignment, and must have satisfactorily completed the advanced teacher training workshop series, or must have comparable training and/or experience. A selection committee of ML&L faculty members shall select Teaching Associate(s) and Teaching Associate Alternate(s) for each academic year at the end of the preceding spring semester.

How to apply:
Submit a brief (c. 100-200 words) statement of interest, an SSU unofficial transcript, and an updated Curriculum Vitae to the Spanish program coordinator, Dr. Jeffrey Reeder, by May 4, 2017.
How you will be notified of the hiring decision: Within three weeks of the application closing date, applicants will be notified of the status of their application and, if selected, will receive their course assignment.

Supervisor for this position: Dr. Emily Clark

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.