
**Academic Student Employee Position Opening
Teaching Associate****Department:** Geography and Environmental Studies**Effective Date of Appointment:** Fall 2021:
August 25 – December 23, 2021
(Subject to Budgetary Approval)**Position:** Teaching Associate (2354)**Salary:** Fractional amount of Base
Salary (\$3,278/mo) Paid in six
monthly installments**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 a good understanding of undergraduate level physical geography, and weather.
- * Possess excellent oral and written communication skills.
- * Ability and willingness to work with students from diverse backgrounds and levels of academic preparation
- * Bachelor's degree in Geography or related cognate discipline with an emphasis on physical geography.
- * Teaching or tutoring experience 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 Teaching Associate Advisor.
- * 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 Teaching Associate Advisor, Department Chair and other Teaching Associates
- * Attend course lectures related to lab.
- * Attend two to three required meetings/trainings regarding course and curriculum preparation.
- * Adhere to all University and Department regulations, policies, and procedures

Application Deadline:

- * The review process will start on July 28, 2021
- * Open until filled
- * The application is located on the Geography and Environmental Studies website
<https://www.csun.edu/social-behavioral-sciences/geography-environmental-studies>

Application Process:

Applicants should forward the application, CV/resume, college transcript, and copies of teaching evaluations or letter of recommendation if you have not previously taught.

Inquiries and nominations should be addressed to:**Inquiries:**

Dr. Amalie Orme: amalie.orme@csun.edu
(Please do not give/send the application to Dr. Orme)

Application, nominations, & supporting documents:

Send Teaching Associate Application to
geography@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.

About the University:

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to historically underrepresented students and enrolls the largest number of students who are Deaf and hard of hearing of any U.S. state university. The journal *Nature* recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five

nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

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.

For more information about the University, visit: <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 on-line [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 before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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 Executive Order 1096](#). Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services at (818) 677-2101.

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