
Academic Student Employee Position Opening

Teaching Associate

Department: Modern and Classical Languages and Literatures

Effective Date of Appointment: Fall 2024 and Spring 2025 (Subject to Budgetary Approval)

Position: Teaching Associate

Salary: Paid in six monthly installments of \$483.20 for a 3-unit class and \$644.27 for a 4-unit class.

Qualifications:

- Enrolled in a graduate program of the Department of Modern and Classical Languages and Literatures.
- CSUN Spanish Graduate Student in good standing.
- Must possess excellent oral and written communication skills in English and in Spanish.
- Have an ability and willingness to work with students from diverse backgrounds and levels of academic preparation.

Responsibilities:

- Teaching a section of Spanish using materials currently in use by the Department and/or recommended by the supervisor.
- Ability to use a computer in a classroom, access the course Learning Management System and other teaching tools, such as the platform provided by the textbook publisher.
- Holding office hours, evaluating student performance on homework assignments, exams, and other activities, as well as maintaining a gradebook.
- Participating in professional development events provided by the department, meeting with the supervisor at intervals specified by supervisor to coordinate instructional plans.
- Work closely with Supervisor, Department Chair, and other Teaching Associates.

Application Deadline:

Required materials are due no later than, March 25, 2024.

Required application materials:

Brief letter of interest, Curriculum Vitae or resume, unofficial transcripts, and the contact information (email and/or phone number) of two recommenders who could provide information regarding the applicants qualities, skills, and abilities applicable to the position.

Inquiries and nominations should be addressed to:

TA Search and Screen Coordinator Leslie Marie Cervantes at leslie.cervantes@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.

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.

As a condition of employment, all employees need to certify vaccination status by attesting they are fully vaccinated, need a medical exemption, need a religious exemption, or are not working on campus. You can obtain more information about or access the full vaccination policy [here](#).

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 based on 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 HR at 818-677-6510/3351.

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