

## Academic Student Employee Position Opening

### Teaching Associate (TA)

<b>Department:</b> Health Sciences <b>College:</b> Health and Human Development	<b>Effective Date of Appointment:</b> AY 2024 - 2025
<b>Position: Teaching Associate (T.A.)</b> <input type="checkbox"/> 2353 (Monthly) <input checked="" type="checkbox"/> 2354 (AY)  For questions regarding Class Code, please get in touch with Faculty Affairs.  <b>Course Name and Number:</b> HSCI 592L #21008	<b>Teaching Associate Variable Rate Salary – Monthly:</b> (Subject to Budgetary Approval)  2354 (AY)      \$3,090 - \$7,236 per month* 2353 (Monthly) \$3,488- \$8,308 per month*  <i>*This amount is based on a Full-Time (1.0 FTE) time base; the actual salary will be prorated based on the actual workload. For example, a TA teaching 7.5 units (working 20 hours per week) would be equivalent to a 0.5 FTE.</i>  <b>Salary for this position:</b> Paid in six monthly installments of \$432.6 (Subject to Budgetary Approval)  <a href="#">(Click here to view the T.A. Timebase Table)</a>

**Teaching Associate - Time Base for This Position**  
**Class Codes 2353 (Monthly) and 2354 (AY)**

Paid Units	Time Base Fraction	FTE	Approx. Hours Per Week
2.1 units	7/50	0.14	5.5 Approx. Hours Per Week

**Qualifications:**

- Enrolled in a graduate program of the Department of Health Sciences in good standing.
- Provides evidence of having taken HSCI 592 or equivalent with a letter grade of an “A.”
- Possess excellent oral and written communication skills.
- Has an ability and willingness to work with students from diverse backgrounds and levels of academic preparation.
- Provides one letter of recommendation from an HSCI 592 or equivalent faculty member.
- Provides evidence of teaching or tutoring preferred but not required.
- At time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the United States Citizenship and Immigration Services to work in the United States.

**Responsibilities:**

- Provide classroom and/or laboratory instruction, administer examinations and assignments.
- Assess student performance on labs and exams, keep accurate records and determine final course grades.
- Tutor/Assist students during scheduled weekly office hour(s) and/or tutoring hours as assigned.
- Work closely with Program Director, Graduate Coordinators, Department Chair, and other Teaching Associates.
- Work closely with HSCI 592 faculty of the connected class and attends 592 lectures.
- Adhere to all University and Department regulations, policies, and procedures.
- CSUN is a Learning Centered University. The successful candidate will be expected to join faculty and staff in a commitment to active learning, to the assessment of learning outcomes, and to multiple pathways that enable students to graduate.

**Application Deadline:**

- Review process will start: **April 29<sup>th</sup>, 2024** (Send your application prior to the review date)
- Open until Filled
- Application is located on the Department of Health Sciences website:
  - <https://www.csun.edu/health-human-development/health-sciences/academic-student-employee-positions>

**Application Materials:**

- Application.
- Current CV.
- Unofficial or Official transcripts highlighting completion of HSCI 592 or equivalent with an "A".
- One letter of recommendation from HSCI 592 or equivalent faculty member.

**Application Process:**

- Applicants should email the application and all materials.
- Applications will be screened
- Selected applicants may be required to interview

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

California State University, Northridge, Department of Health Sciences [hsci@csun.edu](mailto:hsci@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 Health Sciences at 818-677-4081

**ASE-1**  
**Revised 04/24**