

**Department:** Geography and Environmental Studies**Effective Date of Appointment:** January 17 – May 22, 2020 (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, weather, and/or Introduction to Geographical Information Science (GIS)
- \* 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, or Geographical Information Science preferred. Neither emphasis required for consideration.
- \* Teaching or tutoring experience preferred, but not required.

**Responsibilities:**

- \* Ability to use technology in the classroom and familiarity with the 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 and/or GIS instructor.
- \* 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, GIS Instructors, Department Chair and other Teaching Associates
- \* Attend course lectures related to lab.
- \* Attend three to four required meetings regarding course and curriculum preparation.
- \* Adhere to all University and Department regulations, policies, and procedures

**Application Deadline:**

- \* The review process will start on December 16, 2019
- \* 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](mailto:amalie.orme@csun.edu)  
(Please do not give/send the application to Dr. Orme)

**Application, nominations, & supporting documents:**

Geography and Environmental Studies  
Teaching Associate Application  
California State University, Northridge  
Northridge, CA 91330-8249  
Or to [geography@csun.edu](mailto: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.

**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.

**ASE-1**  
**Revised 4/19**