

## Academic Student Employee Position Opening

Teaching Associate

**Department:** Geography and Environmental Studies**Effective Date of Appointment:** Aug. 24 - Dec. 22, 2023  
(Subject to Budgetary Approval)**Position:** Teaching Associate (2354)  
GEO 102**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 is 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, and 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
- Complement the schedule of course lectures related to the lab.
- Attend two to three required meetings/training regarding the course and curriculum preparation.
- Adhere to all University and Department regulations, policies, and procedures

**Application Deadline:**

- The review process will start on August 1, 2023
- Open until filled
- The application is located on the Geography and Environmental Studies website
  - <https://www.csun.edu/social-behavioral-sciences/geography-environmental-studies>

**Inquiries should be addressed to:**Dr. Alana Rader: [alana.rader@csun.edu](mailto:alana.rader@csun.edu) *(Please do not give/send the application to Dr. Rader)***Application Process:**

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

Send Teaching Associate Complete Application 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.

**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 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 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.

**ASE-1**

**Revised 04/05/202322**