

Academic Student Employee Position Opening

Teaching Associate

Department: Geography and Environmental Studies

Effective Date of Appointment:
Spring 2024: January 17 – May 17, 2024
(Subject to Budgetary Approval)

Position: Teaching Associate (2354)

Salary: Fractional amount of Base Salary (\$3,332/mo.)
Paid in six monthly installments

Description of Opportunity: The Department of Geography & Environmental Studies is seeking 2 teaching associates for the Spring 2024 semester. Each teaching associate will be responsible for leading 1 of the following 2 physical geography lab courses:

GEOG 102 The Physical Environment Lab – Mondays 11:00 to 12:40 PM
GEOG 105 Weather Lab – Tuesdays 2:00 to 3:40 PM

The TAs will meet the labs every week and in person. Additional lab sessions may become available at alternate times to those listed above. Based on the fractional base salary payment schedule, TAs will receive:

If teaching 2 labs: \$577.55/month for 6 months total
If teaching 1 lab : \$288.77/month for 6 months total

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 excellent oral and written communication skills.
- Ability and willingness to work with students from diverse backgrounds
- Bachelor's degree in Geography or related cognate discipline.
- An emphasis on physical geography is preferred but not required.
- 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, administer labs, and examinations.
- Prepare course materials and follow course guidelines established by the Teaching Associate Advisor.
- Evaluate student performance, keep accurate records, and determine final course grades.
- Tutor students during scheduled weekly office hour(s).
- Work closely with the Teaching Associate Advisor, Department Chair, and other Teaching Associates
- Complement the schedule of course lectures related to the lab.
- Attend required meetings/training regarding the course and curriculum preparation.
- Adhere to all University and Department regulations, policies, and procedures

Application Process:

Required application documents include:

- 1) CV/resume,
- 2) college transcript,
- 3) copies of teaching evaluations OR letter of recommendation if you have not previously taught,
- 4) note of your preferred lab session, either GEOG 102 or 105

Application Deadline:

- The review process will start on January 8, 2024
- Position is open until filled
- The application can be obtained by emailing the Department of Geography and Environmental Studies at geography@csun.edu

Inquiries and nominations should be addressed to:

Inquiries should be addressed to Dr. Alana Rader: alana.rader@csun.edu

Teaching Associate Applications and related materials should be sent to geography@csun.edu

(Please DO NOT give/send the application to Dr. Rader it will not be counted)

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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