

Job #: 228

Date Posted/Updated: 10/20/2020

Hiring Department/Unit: Department of Sociology	Application Deadline: Open until filled
Term of Appointment: Semester	Positions Available <input checked="" type="checkbox"/> Multiple <input type="checkbox"/> Single
Hours of Appointment: 1 to 6 units (.07 to .4 timebase)	Is this position designated as sensitive under the CSU Background Check guidelines?
Pay Rate: \$205.00 - \$1,172.00/month (approx)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

Overview:

Teaching Associates (TAs) typically are responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades. Also, incumbents may assist faculty with field experience, supervision, simulation exercises and/or research projects. Students applying for TA 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 TAs 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., Graduate Assistant, Instructional Student Assistant, and Student 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. See Classification Standards for more information: <http://www.humboldt.edu/aps/ase.html>.

Job Duties:

A Teaching Associate (TA) works with a curriculum designed by a supervising instructor. They are assigned to course "discussion sections" (in some cases labs) each usually enrolling between 25-35 students. The TA is/becomes familiar with the course material such that they can facilitate successful weekly discussions of readings or other assignments. The TA grades assignments and exams for students in their discussion sections. In addition, a TA meets regularly with the supervising instructor to coordinate the above responsibilities. The TA will usually attend large lecture, except in weeks where other TA workload needs take precedent: this decision must be negotiated with the supervising instructor.

The TA union requires that a TA work 2.67 hours per week for each "weighted teaching unit" (WTU) assigned. For example, a TA may be assigned 2 WTU for teaching two 50 minute discussion sections, plus 1 WTU to compensate for additional time needed to accomplish the related TA work. In this example, the TA would have a 3 WTU workload, which is a 20% time appointment that requires the TA to work a total of 8 hours per week. A TA in this above example could expect the following workload breakdown: 20% discussion section facilitation, 20% large lecture observation including note taking, 10% supervising instructor meetings, and 50% preparation and grading.

Appointments are for a single term, though applicants may reapply for a Teaching Associate position.

Minimum Qualifications for this Classification:

Knowledge and Abilities: Knowledge of the subject matter of the discipline to which the individual is assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students.

Education: Education equivalent to or completion of the requirements for a bachelor's degree and concurrent admission to or enrollment in a graduate degree program of the university in the discipline to which the individual is assigned.

Experience: Evidence of satisfactory achievement in previous academic work.

Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.

Department Hiring Criteria:

Graduate students enrolled in the MA in Public Sociology or in the MA in Environment and Community are eligible to apply for Teaching Associate positions in Sociology. Applicants must have completed or be concurrently enrolled in SOC 560: Teaching Sociology.

Preference is given to students who are recommended by Sociology faculty members for a teaching position, demonstrate a strong grasp of sociological concepts, are reliable, and work well independently, as well as on a team.

How to Apply and Contact Information:

Please submit the following application materials:

- Letter of Application Resume/CV [Application for Academic Employment](#) [Supplemental Application for Employment](#)
- Other:

A copy of unofficial transcripts that include all of your sociology courses taken to date (at HSU or elsewhere). Letter of application should include, reasons why you are applying to be a Teaching Associate and the skills that you bring to the position. CV should include at least one faculty reference (HSU Sociology Faculty if a continuing student). If available, please include teaching evaluations.

Please submit application materials listed above to:

Application materials should be submitted to Alicia.Persson@humboldt.edu. All application materials are considered confidential and will be retained as property of the Sociology Department. No materials (or evaluations of these materials) will be returned.

Procedures for Notification:

Applicants will be notified of their status by email. We anticipate two or three Teaching Associate positions during Fall and Spring semester. Appointments will be contingent upon funding, programmatic need, and performance.

A background check must be completed satisfactorily before any candidate can be offered a position that is designated as sensitive under CSU guidelines. The background check will include, at a minimum, a criminal records check. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU student workers who apply for the position. All CSU employees are obligated to respond to and report incidents of sexual harassment and sexual violence. The successful candidate for this position will be mandated to receive relevant training on an annual basis. The person holding this position is 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.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. If accommodations need to be made during the recruitment and interview process, please contact Human Resources at (707) 826-3626 or hsuhr@humboldt.edu.