Job Vacancy Announcement
Teaching Associate

Hiring Department/Unit: Environmental Science & Management
Application Deadline: Open until filled

Term of Appointment: Semester
Positions Available: Multiple

Hours of Appointment: .13 to .4 of full time
Is this position designated as sensitive under the CSU Background Check guidelines?: No

Pay Rate: Approx. $406.00 - $1,248.00 per month

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:

60% Lab Instruction, 15% Preparation, 25% Grading. Under the direction of the Professor(s) instructing the course (GSP 270), the Teaching Associate will be individually responsible to present weekly lab exercises, including new concepts and techniques. The TA will be available to assist students with questions during the lab session. The TA will also be responsible for making minor edits/improvements to lab handouts and for grading lab assignments submitted by students in the course. The anticipated workload is 5 hours per week per lab section (weekly meetings with the instructor(s) to go over lab materials, grading, presentation time and grading for lab(s).

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:

The successful candidate will have strong skills with a recent version of ESRI ArcGIS software. Successful completion of intermediate level GIS coursework is essential, and additional geospatial coursework at a graduate/advanced level is highly desirable. The successful candidate will have experience in the location of a variety of spatial and aspatial data formats. Additional experience with GPS, remote sensing and/or cartography is beneficial, but not essential. Candidate must be in the Natural Resources Graduate Program or the Environment & Community Program.

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:

Please submit application materials listed above to:

James Graham, Professor of Environmental Science & Management, Natural Resources Room 217 or via email: James.Graham@humboldt.edu

Procedures for Notification:

All applicants will be notified as to the status of their application pending the department's hiring decision.

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.