Job Vacancy Announcement
Teaching Associate

Hiring Department/Unit: English
Application Deadline: Open until filled

Term of Appointment: Open/Ongoing
Positions Available: ✔ Multiple

Hours of Appointment: 8 hours/week (0.20 of FT)

Pay Rate: $585.00/month (approx.)

Is this position designated as sensitive under the CSU Background Check guidelines? ✔ No

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:
Successful applicants will be enrolled in HSU's Applied English Studies Graduate Program. Hired Graduate Teaching Associates (GTAs) will be appointed to teach a single section of English 104: Accelerated Composition and Rhetoric in the Fall semester. Applicants must not have any incompletes (“I”) on their transcripts. If hired, Graduate Teaching Associates (GTA) appointees may attend paid orientation sessions, dependent on availability and budget. GTAs hired in their first year at Humboldt State University are required to demonstrate experience teaching writing and/or that they have successfully completed a course equivalent to English 581: Seminar in Teaching College Writing. Equivalent coursework will be reviewed and determined by the Department of English prior to an offer of appointment.

Students interested in applying for GTA positions are strongly encouraged to enroll in English 581: Seminar in Teaching College Writing at least one semester prior to the teaching semester. English 581 is offered each spring semester, and GTAs typically teach English 104: Accelerated Composition and Rhetoric during the fall semester. GTA appointments will be contingent upon funding, enrollment trends, programmatic needs, and performance.

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.
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Job #: 252

Department Hiring Criteria:

Graduate students enrolled in HSU’s Applied English Studies Master of Arts program who have demonstrated an interest in and commitment to the teaching of writing are eligible to apply for GTA positions in English 104: Accelerated Composition and Rhetoric.

During the semester of their appointments, GTAs in English must be concurrently enrolled in the Applied English Studies graduate degree program. Additional training, such as the completion of English 682: Internship in the Teaching of Writing and English 450: Tutoring Developing Writers is also encouraged for all applicants, but not required. Preference will be given to first-time qualified applicants. Applicant must not have any incompletes (“I”) on their transcripts. Students brand new to the MA in English program (i.e., in their first semester) will be considered for a GTA position if they show evidence of preparation for teaching first-year composition at the undergraduate level through coursework and/or successful teaching experience. Applicants with a demonstrated ability to work with a diverse student population will be given preference.

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:

Applicants must include a philosophical statement about the teaching and/or learning of writing with the application (500 words). Applications will be reviewed by a faculty committee. Interviews will be extended to qualified applicants and interviews will be conducted by a faculty committee. Applications are due on February 15 of each year and hiring decisions will be made by March 15.

Please submit application materials listed above to:

Lisa Tremain
Writing Program Director/ English Department Chair
lisa.tremain@humboldt.edu

Procedures for Notification:

Applicants will be notified of their status in person, via email, or by phone.

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.