

VACANCY POSITION TITLE: General Studies

DEPARTMENT: Faculty Advancement and Student Success

JOB CLASSIFICATION: Teaching Associate

GENERAL DESCRIPTION OF DUTIES: (Note: duties described in this classification standard are examples only; they are not necessarily descriptive of any one position. Individual positions may be assigned responsibility for other duties which require the skills, knowledge, experience and education of this classification standard.) Teaching Associates 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. Normally, incumbents in Range A are designated to teach courses at the lower division level, and incumbents in Range B are designated to teach courses at the lower and/or upper division level.

MINIMUM QUALIFICATIONS: Knowledge and Abilities: Knowledge of the subject matter to which the individual is assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students. Experience: Evidence of satisfactory achievement in previous academic work. Education: Range A: 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 that is related to the discipline to which the individual is assigned. Range B: Equivalent to or completion of the requirements for a master's or doctorate degree and concurrent admission to or enrollment in a doctoral degree program of the university that is related to the discipline to which the individual is assigned. One academic year of full-time doctoral study, with successful completion of all requirements, may be substituted for the master's degree requirement.

EXCEPTIONS: Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the hiring department/authority.

APPLICATION PROCEDURES OR HIRING UNIT CONTACT PERSON: Apply for this position via Interfolio at <https://apply.interfolio.com/85865>. Email questions to Jose Preciado at preciado@sdsu.edu

HIRING CRITERIA:

- Current enrollment or matriculation in the Master's or Joint Doctoral Program
- Must be enrolled in six units of graduate course work.
- Must maintain a 3.0 GPA.

PERCENTAGE OR HOURS OF APPOINTMENT: 8 hours per week.

DEADLINE TO APPLY AND PROCEDURES FOR NOTIFICATION: May 1, 2021.

NONDISCRIMINATION: SDSU is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.

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.