



GRADUATE TEACHING ASSISTANT

Job Title: Graduate Teaching Assistant, College of Health Sciences (CHS) – Rancho Cordova, CA

Job Classification: hourly, non-exempt (\$12 per hour)

Closing Date: There are several GTA positions open every term. Positions are opened until filled for each term

Anticipated Start Date: January 15, 2019 for 2020 spring term

Reporting Responsibility: Dr. Damon Meyer & Dr. William Davis

Graduate Teaching Assistant Description:

Under general supervision of the lead course faculty member, Graduate Teaching Assistants (GTAs) will gain valuable teaching experience through supervised course instruction opportunities and/or as tutor's serving in their relevant discipline. GTAs will be provided the opportunity to learn concepts and practical strategies related to course design, instruction, and assessment, as well as gain experience in supplemental instruction activities.

Typical Duties for Graduate Teaching Assistants - Course Support:

GTAs may be brought on to support courses depending on enrollment. GTAs will work directly with the course lead in the support of current themed topics in an inquiry based format. GTAs will be responsible for supplemental instruction activities, course support under the guidance of a lead course faculty member, grading, and will be required to hold office hours. Please note: all GTA activities must be developed on campus. As a result, availability to be on campus is of essence.

Typical Duties for Graduate Teaching Assistants - Tutoring Support:

GTAs may be brought on to serve in a tutoring capacity in their relevant discipline. In addition, GTAs may staff the writing center. GTAs will be responsible for general tutoring services as well as delivery of supplemental instructional materials designed by course lead instructors.

QUALIFICATIONS

EDUCATION/ EXPERIENCE

Minimum qualifications: BS in relevant field

Preferred qualifications: Current Master's program standing in relevant field.

Teaching and/or tutoring experience preferred.

SPECIAL REQUIREMENT

Possess and maintain a valid California Driver's License.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with students, faculty, and staff; exercise initiative and good judgment; work as a member of a team; and to meet schedules and time lines. The ability to correctly follow a given rule or set of rules to arrange things or actions in a certain order. The ability to understand information and ideas presented orally and in writing; and communicate information and ideas orally and in writing so others will understand. The ability to work independently; set priorities; perform several tasks simultaneously; and compile, prepare, and maintain accurate



records and reports while maintaining FERPA compliance. The ability to use a personal computer for word processing, spreadsheet, and database applications; and follow directions accurately.

TYPICAL EQUIPMENT USED (May include, but not limited to)

A variety of equipment related to science labs, office spaces, and stockrooms including: computer, microscope, thermocycler, fume and cell culture hoods, incubators, gel electrophoresis equipment, micropipette, autoclave, chemical analytical instrumentation, hand and power tools, VCR/DVD, fax, printer, copier, spectrophotometer, testers, and meters.

Applicants should submit:

- ✓ Cover letter of interest that addresses qualifications, experience and career goals
- ✓ Resume
- ✓ Names, addresses, and telephone numbers of at least three (3) references who can be contacted by the Search Committee and who can speak to a broad range of candidate's professional qualifications

Please submit your cover letter, resume, list of references, and any additional information to hr@cnsu.edu.

Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.