

Job Posting - Open Hire Positions Available Department of Biological Science

Graduate Teaching Associate (TA)

Class Code 2354

Positions

The Department of Biological Science has a number of positions for Graduate Teaching Associates each semester. A TA is a CSUF graduate student who is appointed part-time, usually to teach credit-bearing laboratory courses. Responsibility for a course may be vested in the TA under the direct supervision of an appropriate faculty member.

Duties may include the following:

- providing classroom, laboratory, and/or field instruction,
- preparing course materials, preparing and administering assignments to students,
- administering examinations, grading student work and otherwise assessing student performance, and determining course grades,
- holding scheduled office hours,
- meeting the expectations of TAs for the specific course, as established by the Department, supervising faculty member, and/or course laboratory coordinator,
- attend lectures and weekly preparatory meetings, and
- other duties as assigned.

Participation in the Laboratory Safety Class offered by the CSUF Research and Instructional Safety Office is required for within the first two weeks of the academic term for continued appointment.

Qualifications and Hiring Criteria*

- Completion of the requirements for a bachelor's degree.
- Currently enrolled or admitted to a CSUF Master's degree program that is related to biology. (Students enrolled in credential programs are not eligible for this position.)
- Knowledge of the subject matter of the course(s) to which the individual is assigned.
- Familiarity with CSUF and Biology Department policies and procedures on field trips, Department vehicle use, and lab safety is expected, where appropriate.
- Ability to relate well to others within the academic environment.
- Ability to instruct and evaluate students effectively.
- Concurrent enrollment in Biology 500C, Professional Aspects of Teaching Biology, is required for first-time TAs. Note that the initial meetings for Biology 500C are held one week prior to the start of classes each semester.
- For the initial appointment, CV/resume, evidence of satisfactory achievement in previous academic work (transcripts and/or letters of recommendation), and for reappointment, satisfactory performance evaluation and agreement by research adviser.

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

Classification, Salary and Continued Appointment

Biology Department Graduate Teaching Associates are hired in Range A of Class Code 2354.

For subsequent appointment, the graduate student must be in good standing, as defined by the University and Department, and show evidence of satisfactory progress toward completion of the degree. In addition, if previously appointed as a Biology TA and/or GA, the student's performance must have been evaluated as satisfactory, with re-hiring recommended.

Application Procedures

To apply, contact the Office of Biological Science (657) 278-3614.

The Department will solicit information from all matriculated Biology graduate students as to their requests and preferences for TA positions for the following semester. Prospective Biology graduate students may complete the appropriate form that is part of the departmental application, and will be considered for available work as they matriculate.

Application Deadline

Application review will begin immediately and continue until the positions are filled. For more detailed information about the department and this position contact klau@fullerton.edu or visit our website

<http://biology.fullerton.edu/>

**Job Posting - Open Hire Positions Available
Department of Biological Science**

*Cal State Fullerton is an Equal Opportunity/
Title IX/503/504/VEVRA/ADA Employer*