



# CALIFORNIA STATE UNIVERSITY, FULLERTON

College of Natural Science and Mathematics

*Department of Mathematics*

800 N. State College Blvd., Fullerton, CA 92831 / T 657-278-3631 / F 657-278-3972

## Mathematics Department, CSUF Teaching Associate Position Fall 2019 Application Information

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### Eligibility

Applicants for a Teaching Associate position must be:

- Currently enrolled in or admitted to the Mathematics Master's degree program. Prerequisites (Conditional Admission) must be completed before the start of the fall semester.
- Knowledge of the subject matter of the course(s) to which the individual is assigned.
- Ability to relate well to others within the academic environment.
- Ability to instruct and evaluate students effectively.
- For the initial appointment, evidence of satisfactory achievement in previous academic work (transcripts and/or letters of recommendation).
- Enrolled in 6 units of graduate coursework by the start of the fall semester, exclusive of MATH 599 and MAED 542.
- Able to interview in July and attend two-day training meeting the week prior to the start of the fall semester.
- Able to work in the US. International students who are just entering the country for the first time in late August and do not have a Social Security number should plan on waiting until the following fall for employment.

### Application Process

1. Submit an application for a graduate program offered by the Department of Mathematics at CSUF, prior to the closing date.
2. Submit the following documentation via mathjobs.org at <https://www.mathjobs.org/jobs/jobs/13666> Position ID: TAF19. Do NOT email or mail your application materials to the department.
  - A letter of interest highlighting experience in or potential for teaching
  - A current resume (Curriculum Vitae)
  - Three (3) letters of recommendation highlighting experience in or potential for teaching. Letters must be signed and on professional letterhead stationery. These are to be uploaded by the reference writer directly to Mathjobs.
  - Undergraduate degree transcript(s). They may be unofficial.
  - If you have already been admitted and are enrolled in one of the graduate programs please include your CWID on your resume.

Questions about accessing mathjobs.org may be referred to Renee at [rbennett@fullerton.edu](mailto:rbennett@fullerton.edu). Please note: mathjobs.org is intended for academic positions at many levels. When completing the cover sheet you may ignore those questions that do not apply to you.

### Interview Process

Applicants are encouraged to submit their completed Teaching Associate application prior to July 12th. Qualified applicants will be contacted to schedule an in-person interview in July.

The interview will include a brief presentation (approximately 15 minutes) on a topic that will be provided from intermediate or college algebra. The successful Teaching Associate application and interview will show strong evidence of:

- Mathematics content knowledge
- Spoken English communication skills
- Written English communication skills
- Professional presentation and demeanor