



Job Vacancy Announcement

Teaching Associate

Monthly Salary for this Position:	\$513.60	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">Check One:</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input type="checkbox"/> Single Position</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/> Multiple Positions</td> <td style="padding: 2px;"></td> </tr> </table>	Check One:		<input type="checkbox"/> Single Position		<input checked="" type="checkbox"/> Multiple Positions	
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<input type="checkbox"/> Single Position								
<input checked="" type="checkbox"/> Multiple Positions								
Percentage or Hours of Appointment:	0.20							
Term of Employment:	Fall 2009-Spring 2010							
Application Deadline:	See Below							
Hiring Department or Unit:	English							

Description of Duties:

Successful applicants will teach one or more sections of English 100/A for the 2009-2010 academic year (spring 2010 appointments will be contingent upon funding, programmatic need, and performance). Applicants appointed to English 100/A TA positions are required to attend training and orientation sessions in May and August as well as all Composition Program and TA meetings held throughout the term of their appointment (days and times to be announced). Please note that attending these sessions is a condition of employment. Appointees are also required to enroll in and successfully complete English 580: Seminar in Teaching College Writing during the Fall Semester. To earn credit for the course, TAs must meet all course requirements, including attending all sessions and meeting all deadlines.

Minimum Qualifications and Hiring Criteria:

Graduate students enrolled in the English Master of Arts program who demonstrate superior writing ability and have had training in the teaching of composition (English 450, English 682 and prerequisites) are eligible to apply for Teaching Associate positions in English 100/A: First-Year Reading and Composition. During the semester of their appointments, Teaching Associates **MUST BE ENROLLED** in the University for at least TWO UNITS of regular course work leading to completion of the Master of Arts degree (regular fall term course work excludes "workshops" and independent study courses). English 682 prerequisites: either 611 or 615 prior to enrollment and either 612, 614, 618 prior to or concurrent with enrollment. **Note:** *Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.*

How to Apply and Contact Information:

Your application consists of five parts:

- 1) An assessment of skills in responding to student papers. This assessment exercise will be administered in FH 202 (a computer lab) on Thursday, March 26, 2009, 4:30–6:00 pm. **YOU MUST BE AVAILABLE AT THIS TIME; NO MAKEUPS WILL BE GIVEN.** Test directions are available from the English Department
- 2) A letter of application that includes a) your name, mailing address, e-mail address, telephone number, and social security number; b) a list of relevant coursework (including term and instructor for English 682) and a summary of any other experience with tutoring, interning, consulting in Writing Center, working with ESL students, teaching in Summer Bridge or Upward Bound, etc. (preference may be given to applicants with such additional training or experience); c) an introduction to your writing samples that i) indicates your reasons for selecting those texts, ii) demonstrates your ability to be reflective, and iii) positions readers to appreciate your writing strengths; and d) any other information about your qualifications you feel is relevant (which may include an optional list of references).
- 3) Two samples of academic writing from graduate courses at Humboldt State University.
- 4) An interview with at least two of the following to be scheduled shortly after the application deadline: the Department Chair, Graduate Coordinator, and Acting Composition Director.
- 5) An internship evaluation or other evidence of successful college composition instruction. You will need to ask your internship master teacher to complete and submit an Internship Evaluation form by April 17, 2009. The evaluation is considered confidential; you will not have access to it. Variations may be allowed for applicants with other previous college-level teaching experience. Contact the Graduate Coordinator for additional information.

The letter of application and writing samples must be received in the English Department office no later than 4:00 on Friday, April 17, 2009. All application materials are considered confidential and will be retained as the property of the English Department. No materials (or evaluations of these materials) will be returned.

Procedures for Notification:

Applicants should be notified of their status by May 11, 2009. All qualified applicants will be ranked for TA positions. We anticipate multiple TA positions for the 2009-2010 academic year; spring 2010 appointments will be contingent upon funding, programmatic need, and performance.

Humboldt State University is an Equal Opportunity/Title IX/ADA employer with a strong commitment to diversity and encourages applications from women, members of all ethnic groups, veterans and people with disabilities. Humboldt State University employs only individuals authorized to work in the United States.