HUMBOLDT STATE UNIVERSITY

Job Vacancy Announcement
Teaching Associate

Monthly Salary for this Position: $629

Percentage or Hours of Appointment: .27 of full time

Term of Employment: See below

Application Deadline: Open/Ongoing

Hiring Department or Unit: Biological Sciences - Zoology

Check One:

___ Single Position

x Multiple Positions

Typical Duties for this Classification:

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. ***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.*

Job Duties:

Teaching Associates in Zoology provide laboratory instruction and are responsible for performance of ancillary or related duties as assigned by courses instructor. Appointments are for a single term (Fall or Spring). Fall appointments may be renewed for the Spring semester dependent upon budget, enrollment, and satisfactory performance.

Minimum Qualifications for this Classification:

Knowledge and Abilities: Knowledge of the subject matter of the discipline 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 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 in the discipline to which the individual is assigned. ***Note:*** *Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.*

Department Hiring Criteria:

Completion of a Bachelor's degree with a preferred major in the Biological Sciences, with appropriate course experience and background in zoology.

How to Apply and Contact Information:

Please stop by the Department Chair, Biological Sciences, Science B 121, or contact Cheryl Satter at 826-4166 for application and more information.

Procedures for Notification:

Notification of employment by letter from Department Chair.

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.