

Department: **Biology**

Classification: **Teaching Associate**

Number of Openings: **12**

Pay Rate Per Course Taught: **\$216.44 per month**

Appointment: **6.67% of \$3245 per month**

Expected Dates of Employment: **August 15, 2025 - May 22, 2026**

Deadline to Apply: **August 1, 2025**

**Requisition #:** BIO\_TA\_2526

## **DUTIES OF THE POSITION**

In consultation with the faculty in charge of the course, the TA is responsible for instruction and student evaluation in the 3-hour laboratory portion of the course, as based upon the design of the activities generated by the faculty. TA may be asked to drive a university rented vehicle and/or take their own vehicle on a field trip designated by the faculty in charge. The faculty and TA may share duties for determining course grades when the lecture and discussion grades are combined into a final course grade.

## **MINIMUM QUALIFICATIONS**

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. 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 that is related to the discipline to which the individual is assigned. Specifically, this means that the student must be in a graduate degree program in the same department in which the Teaching Associate assignment will be made. NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

## **HIRING CRITERIA**

Applicant must have a Bachelor's Degree, be registered for coursework as a Biology Graduate student at SSU in the semester during which teaching is done, have appropriate background including course work and/or other relevant experience, and have a demonstrated potential for effectiveness in teaching including: organizational ability; communication skills; ability and willingness to perform objective evaluation of students; and reliability.

## **HOW TO APPLY**

Send a letter of application with pertinent experience and qualifications and includes: your address, phone number and student id number, along with a curriculum vitae and current transcripts (unless already on file with the Department Graduate Coordinator), and any previous teaching evaluations (if available) to Dr. Mackenzie

Zippay, Graduate Coordinator, Department of Biology. State your course and section preferences in your letter as a ranked list.

## **HIRING NOTIFICATION**

Candidates will be notified by telephone or e-mail

## **SUPERVISOR**

Dr. Mackenzie Zippay

## **OTHER INFORMATION**

- The classification, Teaching Associate, is one of three classifications in a collective bargaining unit, Unit 11. The Teaching Associate classification provides currently enrolled or admitted University graduate students practical teaching experience in fields related to their advanced study.
- Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.

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