Department: **Enter Department Name (Required for Posting)**

Classification: **Teaching Associate**

Number of Openings: **Enter number of Positions Available. (Required for Posting.)**

Pay Rate Per Course Taught: **$Enter rate of pay. This should meet the minimum requirements of the** [**CSU Salary Schedule**](http://www.calstate.edu/hradm/salaryschedule/SalaryGrid.aspx?S1=1&F1=r11&D1=0&Page=1&Recs=15)**. (Required for Posting)**

Appointment: **Enter Expected percentage of Appointment OR hours per week. (Required for Posting)**

Expected Dates of Employment: **Enter the proposed start and end date of this appointment. (Required for Posting)**

Deadline to Apply: **Enter Deadline to Apply, must be at least 7 days after initial posting. (Required for Posting)**

**Requisition #:** Faculty Affairs Use Only

**DUTIES OF THE POSITION**

A general description of duties to be performed by the student employee in this position. (Required for Posting.)

**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**

List the hiring criteria you will be using to determine if a candidate is qualified for this position. (Required for Posting.)

**HOW TO APPLY**

Enter an email address for applications to be sent, or a location they can be dropped off. (Required for Posting.)

**HIRING NOTIFICATION**

Explain how applicants will be notified if they have been hired for the position or not. (Required for Posting)

**SUPERVISOR**

List the supervisor for this position. (Required for Posting)

**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.



**SONOMA STATE UNIVERSITY**

1801 East Cotati Avenue

Rohnert Park, CA 94928-3609