**California State University, Long Beach - College of Liberal Arts**

**Environmental Science and Policy Program**

**Teaching Assistant Position Description**

**Recruitment #: 17/18-TA-ES&P**

**Position: Teaching Assistant in Environmental Science and Policy**

**Effective Date: Fall Semester: August 21, 2017 – December 22, 2017**

 **Spring Semester: January 22, 2018 – May 25, 2018**

**Salary Range: Teaching Associate salary schedule ranges:**

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| **TEACHING ASSOCIATE PAY RATES\******(FULL TIME POSTED PAY RATES BASED UPON 40 HOURS PER WEEK;*** ***\*POSITION WILL BE LESS THAN 20 HOURS PER WEEK)*** |
| **Step 1** (1st 2 semesters) | FT Base Rate=$3150.00 |
| **Step 2** (2nd 2 semesters) | FT Base Rate=$3216.00 |
| **Step 3** (3rd 2 semesters) | FT Base Rate=$3280.00 |

**Minimum Qualifications:**

* B.A. or B.S. in Environmental Science, Ecology, Geology, Geography or Related Field Required.
* Acceptance into the Geography Master’s program by the time of appointment.
* Enrollment in the MA Geography graduate programs at CSULB.
* Ability to communicate effectively with an ethnically and culturally diverse campus community.

**Desired/Preferred Qualifications:**

* Experience in teaching, teaching assistantship, supplemental instruction, or tutoring at the university level.
* Background in physical geography, geology, biogeography or related field at the lower and/or upper division.
* Field experience a plus.

**Duties:**

* Under the supervision of faculty, incumbent will be responsible for co-teaching the Environmental Capstone.
* Assist faculty in field outings with students.
* Supervise laboratory activities when necessary
* Advise and direct students accordingly.
* Meet with faculty advisor overseeing teaching assistant(s).
* Evaluate student assignments, maintain, and submit student records.
* Maintain good academic standing and attend the Geography TA orientation.

The Environmental Science and Policy Program at California State University, Long Beach is committed to building a more diverse faculty, staff, and student body as it responds to the changing population and educational needs of California and the nation. We seek applicants and nominations from those who have experience teaching, mentoring and developing research in ways that effectively address individuals from historically underrepresented backgrounds.

**Required Documentation**:

* Letter of application addressing qualifications.
* Curriculum vitae including current email address (optional)
* Three dated, signed letters of recommendation (dated within the last 3 years, two of the letters may be from on campus, but must not be from the Department Chair)
* Copy of transcript from institution awarding highest degree
* Finalists will be required to submit an original SC-1 hiring form obtained from department, and official transcript
* Printed verification of graduate enrollment

**Application Deadline:** Position open until filled (or recruitment canceled). Review of applications to begin

August 18, 2017. Application, required documentation, and/or requests for information should be addressed to:

Dr. Christine Whitcraft, Director

Environmental Science and Policy Program

California State University, Long Beach; 1250 Bellflower Blvd. Long Beach, California 90840-3905

562/985-8097 // Christine.Whitcraft@csulb.edu

CSULB is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race, color, national origin, ancestry, religious creed, sex, gender identification, sexual orientation, marital status, disability, medical condition, age, political affiliation, Vietnam era veteran status, or any other veteran's status. CSULB is an Equal Opportunity Employer.