

# COLLEGE OF BUSINESS ADMINISTRATION

## Teaching Associate

### GENERAL DESCRIPTION OF DUTIES:

*(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.)*

Teaching Associates typically are responsible for providing classroom instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, holding office hours and determining course grades. Normally, incumbents in Range A are designated to teach courses at the lower division level, and incumbents in Range B are designated to teach courses at the lower division level and supervise other Teaching Associates.

### MINIMUM QUALIFICATIONS:

#### **Knowledge and Abilities:**

Knowledge of the subject matter 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:**

##### *Range A:*

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.

##### *Range B:*

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. In addition, previous teaching associate experience within the School of Accountancy with an outstanding or above performance evaluation and the ability to supervise other Teaching Associates.

**EXCEPTIONS:** Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the hiring department/authority.

**APPLICATION PROCEDURES OR HIRING UNIT CONTACT PERSON:** Fill out the TA application form located at the back of this file. Please bring a completed application to Debra Woodman in SSE 2411. The completed application should include the completed application form, your resume, and a copy of your most recent SDSU transcript from SDSU's WebPortal.

## HIRING CRITERIA:

1. Evidence of outstanding achievement in academic work.
2. Current enrollment or matriculation into the MSA Program.
3. Must be enrolled in six units of graduate course work per semester.
4. Must maintain a 3.0 GPA.

PERCENTAGE OR HOURS OF APPOINTMENT: 10% to 40%.

DEADLINE TO APPLY AND PROCEDURES FOR NOTIFICATION: Applications will be accepted until positions are filled. Successful applicants will be contacted by the department office.

GA/TA HANDBOOK: Updated annually. Please visit the Division of Graduate Affairs website below to download the latest version of the Orientation and Handbook for TAs and GAs.

[http://aztecgrad.sdsu.edu/gra/faqs\\_handbooks\\_links.aspx](http://aztecgrad.sdsu.edu/gra/faqs_handbooks_links.aspx)

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The person holding 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.