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 Masters Program in the School of Accountancy.
3. Must be enrolled in six units of graduate course work.
4. Must present a mini lecture to the the Screening Committee in the School of Accountancy.

Applicant must be able to present acceptable proof of identity and a valid Social Security card to the Center for Human Resources.

PERCENTAGE OR HOURS OF APPOINTMENT: 20% 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 website below to download the latest version. Click on the link that is labeled TA/GA Handbook.
http://gra.sdsu.edu/grad/gatahandbook.html

SAN DIEGO STATE UNIVERSITY
Application for Graduate Assistant or Teaching Associate

1. Name _____
               (Last)   (First)   (Middle Initial)

2. Local Address _____
                (No. & Street)   (City)   (State)   (Zip)

3. Telephone _____ 4. E-mail _____ 5. Red I.D#_____

6. Permanent Address _____
                (No. & Street)   (City)   (State)   (Zip)

7. Emergency Contact Information _____

8. I prefer to work for (check all departments you prefer to work for):
           Accountancy_____   Finance_____   Management Information Systems_____   Management_____   Marketing_____

9. Have you applied for any Graduate Assistant, Teaching Associate, Student Assistant or Lecturer positions on Campus this term? Yes___ No___
   If "yes," what department/s? _____ Number of hours _____

10. Do you have a concurrent appointment with any other department? Yes _____ No _____
    If "yes" what department/s? _____ Number of hours _____

11. Education, including community colleges, colleges, or universities from which you were graduated:

School/College/University (Please Do **NOT** abbreviate)	Location	From-To	Dates of Attendance	Major Field	Degree or Diploma (i.e. BS, BA, Etc.)	Date Awarded

12. Semester units after last earned degree:

Work in progress toward _____degree

Undergraduate Major (s) _____ Minor (s) _____

Graduate Major (s) _____Minor (s) _____

13. Overall undergraduate grade point average: Approximately _____ (using four-point scale, using A = 4.0)
    Overall graduate grade point average: Approximately _____ (using four-point scale, using A = 4.0)

14. Graduate Record Examination Aptitude Test Score: Q _____ V _____ A _____

    GMAT Scores (for College of Business applicants) _____

15. Experience: Teaching and other employment *(list chronologically beginning with the present.)*

Position Title and/or Academic Rank	Name of School or Other Agency	Location (City, State)	% of Full Time	Dates Mo. / Yr. From-To	Final Salary

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16. List college or university courses recently completed or in which you are currently enrolled in the field of study for the position desired:

College or University	Course No.	Course Title	Sem. Units	Grade	Year Completed

17. Please list computer skills you have. Include the kinds of software you are familiar with, and the length/scope:

_____

_____

_____

18. _____
    Applicants Reference   Reference title   Telephone number of Reference

    _____
    Applicants Reference   Reference title   Telephone number of Reference

19. If required by the department, please furnish at least two letters of recommendation from persons qualified to comment on your qualifications.

20. Are you currently authorized to work in the U.S.? Yes_____ No_____
    If you are not currently authorized to work in the U.S., please state your current immigration status _____
    Are you presently employed? _____   May we contact your employer? _____   May we contact your former employer? _____
    Name: _____ Telephone: _____

Note: A Teaching Associate or Graduate Assistant at San Diego State University must be admitted to the University by the Office of Admissions and Records, receive classified graduate standing during the first year or preferably the first semester, register each semester for at least six units of graduate courses in their degree program, and comply with policy and standards in the Graduate Bulletin. Failure to comply with these academic requirements or to perform teaching assignments satisfactorily will be sufficient cause for the termination of appointment. A Teaching Associate or Graduate Assistant must pay established services, facilities or materials fees, and, if a nonresident, tuition fees each semester. It is understood that a Teaching Associate or Graduate Assistant is primarily a student who is pursuing an education. Services rendered as a Teaching Associate or Graduate Assistant is secondary to the main educational objective of the student.

21. *I understand that the rules of the California State University prohibit my employment in a department where I would be supervised by a close relative. I hereby certify that all statements on this application are true and complete to the best of my knowledge and belief. I understand that false statements on pre-employment materials constitutes fraud in securing employment and is basis for dismissal under the California Education Code.*

        Signature_____ Date _____

SAN DIEGO STATE UNIVERSITY
Confidential Statistical Data Sheet
Graduate Assistant or Teaching Associate

Note: Submission of this information is voluntary. This information may be used by authorized University personnel involved in non-academic recruitment/hiring. It will be kept confidential in this process.

Date _____

Department_____ Position: TA _____ GA _____ ISA _____

Name _____
        (Last)   (First)   (Middle Initial)

Local Address _____
        (No. & Street)   (City)   (State)   (Zip)

Telephone _____ E-mail _____ Red I.D#_____

Permanent Address _____
        (No. & Street)   (City)   (State)   (Zip)

Gender: Male _____   Female _____

ETHNIC BACKGROUND: (circle the letter applies):

We understand and appreciate personal feelings about ethnic identification. These classifications are dictated by federal regulations and are not defined by San Diego State University. The letters to the left are for computer use only. They have no ranking or importance factors attached. This code identifies the traditions which a person believes best characterize his or her cultural orientation.

A	Mexican-American/Chicano	M	Asian Indian
B	Puerto Rican	N	Eskimo
C	Cuban	O	Aleut
D	Other Hispanic	P	Hawaiian
E	White	Q	Samoan
F	Black	R	Guamanian/Chamorro
G	Filipino	S	Other Asian
H	American Indian	T	Other Pacific Islanders
I	Japanese	U	Cambodian
J	Chinese	X	Other Non-White
K	Korean	Y	Laotian
L	Vietnamese		

HIGHEST DEGREE EARNED: (circle the number that applies):

1	AA
2	BA/BS
3	MA/MS
4	A.B.D.
5	Ph.D.
6	Other

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