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| Please note whenever there is a significant change in the assignment, advance notice must be given to the employee and the position description should be revised to reflect the changes. | | | |
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| **SECTION I - PRIMARY ACTION REQUESTED**  Enter an **(X)** before the primary action requested. | | | |
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| RECRUITMENT FOR NEW POSITION | | | |
| RECRUITMENT FOR EXISTING POSITION | | | |
| REVISED POSITION DESCRIPTION | | | |
| RECLASSIFICATION | | | |
| Requested by:  Employee /  Management /  CSU/HR | | | |
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| **SECTION II - GENERAL INFORMATION** | | | |
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| Department/Office:       School/Division: | | | |
| Immediate Supervisor: | | | |
| Existing Position filled by:       Position Number: | | | |
| Present Classification Title: Teaching Associate | | | |
| Working Title (if applicable): | | | |
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| **SECTION III - FUNCTION OF DEPARTMENT/ OFFICE**  Briefly state the function of the department or office and the purpose of the position. | | | |
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| *Complete only if this is a revised position description* | | | |
| **SECTION IV - MAJOR CHANGES**  List major changes in the position since it was last reviewed. Briefly describe what is different about the assignment in terms of responsibility, complexity, authority, and skill levels. | | | |
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| **SECTION V - SUPERVISION RECEIVED**  Describe the nature of supervision the employee in the position will receive. | | | |
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| **Direct Supervision** - Employee receives immediate, close and regular supervision | | | |
| **General Supervision** - Employee receives some delegation of responsibility and independence | | | |
| **General Direction** - Employee functions independently under broad guidelines | | | |
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| **Comments on Nature of Supervision Received**: Direct supervision by the appropriate faculty member. | | | |
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| **SECTION VI - SUPERVISION OF OTHERS**  List time base and class title directly supervised by this position, or for which this position provides lead guidance. If applicable, also indicate Student Assistants supervised. | | | |
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| Time Base | Class Title | Student Assistants | Number: |
|  |  | Total Hours Per Week: |  |
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| **SECTION VII - MAJOR RESPONSIBILITIES AND WORK ACTIVITIES**  List major responsibilities, from most important to least important, and estimate percentage of time for eachone. Then indicate essential work activities required to perform each major responsibility. Note that Teaching Associates in Range A are normally designated to teach classes/labs at the lower division level and Teaching Associates in Range B are normally designated to teach classes/labs at the lower and/or upper division level. Teaching Associate assignments primarily involve classroom and laboratory instruction. Typical responsibilities include, but are not limited to: classroom or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades. Duties can also include assisting faculty with field experience, supervision, simulation exercises and/or research projects.  *Example:*  *25% Responsibility: Provides classroom instruction.*  *A. Preparing course materials*  *B. Preparing exams, quizzes and finals*  *C. Evaluating students* | | | |
| The essential functions of the job include, but are not limited to: | | | |
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| Additional duties within the classification that may be assigned.  CSUEB retains the discretion to add to or change the duties of the position at any time with written notice. | | | |
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| **SECTION IX - REQUIREMENTS OF THE POSITION** | | | |
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| **A. Knowledge, special skills and abilities required** | | | |
| 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. | | | |
| Ability to function under stress. | | | |
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| **B. Education required/academic eligibility** | | | |
| Evidence of satisfactory achievement in previous academic work.  Admitted to a CSUEB  degree program in  Current enrollment in quarter of appointment (GS X6990 Graduate Student Completion will count towards the current enrollment requirement if the student is in the thesis writing or comprehensive exam preparation stage).  Making sufficient progress in good standing towards the  degree, i.e., maintaining a 3.0 G.P.A. and enrolled in courses for the degree or completion of the thesis, project or comprehensive exam within two years after completing all required course work. | | | |
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| **C. Specific physical and/or environmental working conditions that relate to the essential requirements of the position** | | | |
| *Example: Has regular contact with hazardous waste materials.* | | | |
| *Must be able to lift 50 pounds.* | | | |
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| **SUPERVISORY SIGNATURES -** My signature denotes this position description is an accurate statement of the duties and responsibilities assigned to this position. | | | |
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| **Supervisor/Chair Date** | | | |
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| **Dean/Department Head/Director Date** | | | |
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| **EMPLOYEE SIGNATURE -** Acknowledgement of receipt of position description. | | | |
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| **Employee Date** | | | |