POSITION: Part-time Teaching Associate in General Education

DATE OF APPOINTMENT: Fall Quarter, 2016. Appointment begins September 19, 2016. Appointment is for fall quarter only with the possibility of renewal.

QUALIFICATIONS: Graduate student must be admitted to and enrolled in a CSUEB graduate program for each quarter employed. Salary dependent on education and experience.

ASSIGNMENTS: The Department: The General Education freshman program at CSUEB is built on a learning community model. Freshman cohorts of 60-90 students work with five to eight faculty in yearlong study of an integrating theme. The learning community courses are a thematically linked cluster of discipline-specific courses (in Sciences, or in Humanities, or in Social Sciences) and basic subject courses including all levels of composition (remedial and baccalaureate), oral communication, information literacy, and General Studies. Blackboard, iClicker, a common textbook, and a freshmen common reading assignment are used in every course.

General Studies 1011 (fall), 1012 (winter), 1013 (spring) bridge the discipline and basic subject courses and fulfill three basic goals; 1) providing academic support and enhancement for the linked discipline and basic subject courses; 2) assisting students in developing academic, behavioral, technological, and study skills essential to academic success; and 3) giving students a thorough introduction to the University's resources and services. All freshmen take the General Studies class. Three sections of GS are linked to each learning community. Class size is approximately 30 students. Classes meet two hours each week for the quarter.

Duties of Position: GS Instructors 1) collect syllabi from each linked learning community course to prepare students for academic work in linked courses; 2) teach academic success skills such as academic integrity, time management, and successful studying in groups; 3) teach, design, and share exercises and activities supporting students acquisition of academic success skills; 4) administer mandatory University approved assessment tools in the fall, winter, and spring; 5) arrange for in-class academic advising; 6) communicate about and make certain that students sign up for Major Exploration Workshops and Service Learning projects; 7) on a volunteer basis, work with a peer mentor in the classroom; Teaching Associates who work with a peer mentor are eligible for a $300 stipend per quarter; 8) attend Freshmen Convocation; 9) Follow department and University policies. Successful applicants will demonstrate genuine enthusiasm for and interest in teaching college freshmen and preparing those freshmen for academic success. Required of all successful new applicants: Fall preparatory workshop, 9 to 5, tentatively scheduled for September 8, September 12, September 14, September 20 (tentative dates subject to funding) and new and returning instructors are required to attend September 19th 2016 training; 2) Regular attendance at three (3) faculty meetings each quarter in person, by phone, or through Skype; 3) compliance with the university’s office hour policy.

APPLICATION: Application review begins March 30, 2016. Positions open until filled. New applicants submit 1) (unofficial) undergraduate and graduate transcripts; 2) letter of application to include a) how your experience and qualifications prepare you to teach a freshmen success course and work with a diverse population of 18 and 19 year old students, b) how this position meets your short and long term academic and career goals; 3) complete current resume (vita), and 4) 3 letters of recommendation electronically to: Nancy Thompson, Chair of General Education – Nancy.Thompson@csueastbay.edu And Vicki Cosgrove, Office Manager - Vicki.Cosgrove@csueastbay.edu

Current graduate student GS instructors who wish to be considered for re-hire must submit 1) a letter of application to include an overview of the specific ways you have supported the General Studies program during the previous year and your plan to support the program for the 2015-16 academic year. Include a description of ways in which you supported learning in your linked learning community. 2) Complete current resume (vita). Current graduate student GS instructor applicants must continue to be admitted to and enrolled in a CSUEB graduate program for each quarter employed. Upon graduation, the graduate student is not guaranteed to be re-hired as a lecturer.

NOTE: California State University, East Bay 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. If you are considered as a finalist for the position, you may be subject to a background check.

As an Equal Opportunity Employer, CSUEB does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran’s status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.