POSITION AVAILABLE: Part-time Teaching Associate in General Studies

DATE OF APPOINTMENT: Fall Quarter, 2017, beginning on September 18, 2017. Appointment is for Fall Quarter with the possibility of renewal for Winter and Spring terms. If hired, it is expected that you will teach for Winter & Spring quarters.

QUALIFICATIONS: Graduate student status. Must be admitted to and enrolled in a Cal State East Bay graduate program every quarter employed as a TA. Salary is dependent on education and experience.

ABOUT GENERAL STUDIES
The Department of General Studies at Cal State East Bay offers General Studies (GS) courses that are a major part of the Freshman Year Experience, which is based on a learning community (cohort) model. Freshmen are assigned to Freshman Learning Communities (FLCs), which are cohorts of 60-90 students who work with five to eight faculty members in a yearlong series of courses that share a unifying theme. These thematically linked “cluster” of courses consist of discipline-specific courses in the natural sciences, social sciences, or humanities and foundational-level General Education courses in English composition, oral communication, information literacy, and General Studies.

The GS component of the FLC includes a yearlong program which includes a series of GS courses (GS 1011, 1012, and 1013) offered in the Fall, Winter, and Spring quarters, respectively. The overarching goals of the GS program are to:
- guide students as they develop the mindset and academic, technological, and behavioral skills essential to academic success;
- provide students with a thorough introduction to Cal State East Bay’s resources and student support services;
- help bridge and contextualize the relevance of student’s discipline (major) and basic skills (General Education) courses.

More specifically, program-level student learning outcomes for GS are aligned to Cal State East Bay’s Institutional Learning Outcomes and institutional priorities. These outcomes are that, at the end of their freshman year and through their GS coursework, students will be able to:
1. demonstrate critical thinking skills to make informed decisions, solve problems, and modify an approach based on the demands of a given situation;
2. clearly communicate ideas to diverse audiences and for a variety of purposes;
3. demonstrate an understanding of self and personal responsibility, and how they contribute to social identity, well-being, and community;
4. actively participate in collaborative discussions and projects involving groups that represent the diversity within the campus and local community;
5. apply knowledge of sustainability (in its many contexts) and sustainable practices to engage in and/or address a local, national, or global activity or issue.

Each GS course is a one-unit activity section meeting one day for 1 h 50 min. each week over each 10-week term. All freshmen are required to enroll in a GS section (according to their assigned FLC), and attendance each week is mandatory. GS class size is approximately 30 students. The course learning management system for Cal State East Bay is Blackboard.
POSITION DUTIES
GS TAs are required to do the following:
1. Review syllabi from each course in the FLC that is thematically linked to the GS course, in order to help students prepare for their academic work in these courses;
2. Draw upon the course-assigned textbook, publisher’s resources, and other established GS resources/assignments to deliver and design activities and assignments emphasizing academic success skills, e.g., time management, academic integrity, collaborative learning;
3. Administer mandatory programmatic assessment tools as assigned by the GS department;
4. Accommodate classroom visits for in-class presentations as recommended by the GS department;
5. Ensure students comply with all required freshman activities, including Major Exploration Workshops, Freshman Day of Service, and the Common Read;
6. Maintain office hours held in the GE Office (SA 1500) per University office hour policies;
7. Attend two GS Faculty Training Workshops, tentatively scheduled for September 11 and 13, 2017, from 9am to 5pm;
8. Attend an all-day Fall Preparatory Faculty Meeting, tentatively scheduled for September 18, 2017, 9:30 AM - 4:30 PM;
9. Attend Freshman Convocation on September 19, 2017, state time;
10. Attend monthly GS faculty meetings in person or via Zoom/conference call;
11. Adhere to GS department and University policies.

GS TAs may volunteer to work with a Peer Mentor in the classroom. TAs who opt to work with a Peer Mentor are eligible for a $300 stipend per quarter and will be required to attend a meeting with the Peer Mentors prior to start of Fall quarter on September 19th.

APPLICATION: Application review begins April 21, 2017. Positions are open until filled. New applicants should submit the following items.
1. Letter of application which includes how:
   a. your experience and qualifications have prepared you to teach an academic success course for freshmen, particularly to diverse populations of 18-19 year old students (note: successful applicants should demonstrate genuine enthusiasm for helping prepare college freshmen for academic success);
   b. the GS TA position meets your short and long-term academic/career goals.
2. Current resume or curriculum vitae
3. Unofficial undergraduate and graduate transcripts
4. Three letters of recommendation

Materials should be addressed to the Chair of General Studies/Director of General Education, Dr. Caron Inouye and sent electronically to the General Education Office Manager, Vicki Cosgrove at Vicki.Cosgrove@csueastbay.edu.

Current GS TAs who wish to be considered for re-hire must submit: (1) a letter of application that includes an overview of the specific ways you have supported the GS program during the previous year and your plan to support the program for the 2017-18 academic year. Include a description of ways in which you supported learning in your FLC, and (2) a current resume or CV.

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 provisions of the Immigration Reform and Control Act. A background check (including a criminal records check and prior employment verification) must be completed and cleared prior to the start of employment.
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.