Undergraduate Teaching Assistant

Job Title: Undergraduate Teaching Assistant, College of Health Sciences (CHS) – Service, English, Math, Biology or Chemistry, Rancho Cordova, CA

Job Classification: hourly, non-exempt ($14.00 per hour)

Closing Date: Position open until filled and ongoing

Anticipated Start Date: open until filled

Reporting Responsibility: Executive Assistant to the Dean

Undergraduate Teaching Assistant Description:
Under general supervision of the lead course faculty member, Undergraduate Teaching Assistants (UTAs) will gain valuable leadership and mentorship experience through supervised course instruction opportunities and/or as tutor's serving in their relevant discipline. UTAs will be provided the opportunity to learn concepts and practical strategies related to course design, student mentorship and instruction, and may also gain experience facilitating laboratory and supplemental instruction activities.

Typical Duties for Undergraduate Teaching Assistants - Course Support:
UTA's may be brought on to assist with laboratory courses including General Chemistry (Chem 110L/120L), General Biology (Bio 110L/120L) or Organic Chemistry (Chem 220L). UTAs will work directly with the course lead in the delivery of current themed topics in Chemistry or Biology in an inquiry based format. UTAs will be responsible for staying current with course material, assisting with course delivery and organization, and may be required to hold office hours.

Typical Duties for Undergraduate Teaching Assistants - Tutoring Support:
UTAs may be brought on to serve in a tutoring capacity in their relevant discipline. In addition, CNUCHS currently staffs the writing center and science center with UTA level support. UTAs will be responsible for general tutoring services as well as delivery of supplemental instructional materials designed by course lead instructors.

Typical Duties for Undergraduate Teaching Assistants – Service Support:
UTA's will be brought in to help coordinate student activities and events and student communications.

QUALIFICATIONS

EDUCATION/ EXPERIENCE
UTA applicants must be in good academic standing at CNUCHS and have successfully completed the course(s) for which they are applying to support. Recommendation by course lead faculty is required. All UTA's will be specifically trained in the course materials prior to beginning, though course content should be fresh and able to be quickly recalled. UTA's are expected to have a friendly, open, and encouraging attitude and are expected to facilitate collaborative discussions and contribute to a productive learning atmosphere.

SPECIAL REQUIREMENT

Possess and maintain a valid California Driver's License.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with students, faculty, and staff; exercise initiative and good judgment; work as a member of a team; and to meet schedules and time lines. The ability to correctly follow a given rule or set of rules to arrange things or actions in a certain order. The ability to understand information and ideas presented orally and in writing; and communicate information and ideas orally and in writing so others will understand. The ability to work independently; set priorities; perform several tasks simultaneously; and compile, prepare, and maintain accurate records and reports while maintaining FERPA compliance. The ability to use a personal computer for word processing, spreadsheet, and database applications; and follow directions accurately.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Position may require knowledge or experience with a variety of equipment related to science labs and stockrooms including: computer, microscope, thermocycler, fume and cell culture hoods, incubators, gel electrophoresis equipment, micropipette, autoclave, chemical analytical instrumentation, hand and power tools, VCR/DVD, fax, printer, copier, spectrophotometer, testers, and meters.

Applicants should submit:

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume
- Names, addresses, and telephone numbers of at least three (3) references who can be contacted by the Search Committee and who can speak to a broad range of candidate's professional qualifications

Please submit your cover letter, resume, list of references, and any additional information to **Exec Assistant to the Dean**. Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.