**California State University, Long Beach**

**College of Liberal Arts**

**Department of English**

**Teaching Associate Position**

**Recruitment #:**  **21/22-TA- ENGL-CREATIVE WRITING**

**Position: Teaching Associate Openings in Department of English (MFA-TA)**

**Effective Date: Fall Semester: August 17, 2021 to December 23, 2021**

**Spring Semester: January 20, 2022 to May 20, 2022**

**Salary Range: Salary ranges as follows (per month per semester)**

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| --- | --- | --- | --- |
| **TEACHING ASSOCIATE PAY RATES** | | | |
|  | **Step 1**  (1st 2 semesters) | **Step 2**  (2nd 2 semesters) | **Step 3**  (3rd 2 semesters) |
| Full Time Base Rate | $3342.00 | $3411.00 | $3479.00 |
| Per 3-unit Course | $668.40 | $682.20 | $695.80 |

**Minimum Qualifications:**

• Candidates must be graduate students enrolled full-time and in good standing in the Department of English M.F.A. degree program at CSULB.

• Demonstrated potential for teaching excellence.

• Demonstrated commitment to working successfully with a diverse student population.

**Desired/Preferred Qualifications:**

• Second-year graduate students with previous training, tutoring, or teaching experience in writing.

• Undergraduate course work in Creative Writing, teaching of English, or a related field.

**Duties:**

**•** Under direct supervision and guidance of the M.F.A. Coordinator and/or a mentor from the full-time Creative Writing faculty, **teach one section of English 205 (Introduction to Creative Writing—Fiction) or English 206 (Introduction to Creative Writing—Poetry).**

**•** Prepare course related activities and evaluate student assignments.

**•** Hold office hours.

**•** Maintain and submit student records.

**•** Teaching Associates must attend all mandatory TA training sessions and maintain good academic standing in the department.

*CSULB seeks to recruit employees who enthusiastically support the University’s strong commitment to the academic success of all of our students, including students of color, students with disabilities, students who are first generation to college, veterans, students with diverse socio-economic backgrounds, and students of diverse sexual orientations and gender expressions.  CSULB seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the People of California, to maintain the excellence of the University, and to offer our students a rich variety of expertise, perspectives, and ways of knowing and learning.*

*Information on excellent benefits package available to CSULB faculty is located here:*

[*https://www2.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf*](https://www2.calstate.edu/csu-system/careers/benefits/Documents/employee-benefits-summary.pdf)

**Required Documentation:**

**•** A cover letter stating intent of application, including the applicant’s career objectives, related background, and current e-mail address.

**•** Printout of graduate enrollment including courses and units.

• Three current (dated within the last 3 years) letters of recommendation on official letterhead with original signatures from references who are not connected with the M.F.A. Program and do not teach Creative Writing (one of which MUST be from a reference outside of CSULB).

• Official transcript from institution awarding bachelor’s degree.

• A writing sample (maximum 12 pages).

• An essay of approximately 500 words describing the applicant’s teaching philosophy and plans for the course.

**•** Applicants offered employment will be required to submit an SC- 1 application form provided by the department.

**Employment Requirements:**

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

Application, required documentation, and/or requests for information should be addressed to: Dr. Eileen S. Klink Chair c/o Christopher Knight; Department of English, California State University, Long Beach; Long Beach, California 90840-2007

Inquiries should be addressed to Christopher Knight at [christopher.knight@csulb.edu](mailto:christopher.knight@csulb.edu) or Phone # 562/985-1369

**POSITION OPEN UNTIL FILLED** **(OR RECRUITMENT CANCELLED)**

**Application Deadline:** Review of applications to begin May 1, 2021 for Fall 2021 and Spring 2022.

*CSULB is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race, color, national origin, ancestry, religious creed, sex, gender identification, sexual orientation, marital status, disability, medical condition, age, political affiliation, Vietnam era veteran status, or any other veteran's status. CSULB is an Equal Opportunity Employer.*