**California State University, Long Beach**

**College of Liberal Arts**

**Department of English**

**TEACHING ASSOCIATE POSITION OPENING**

**RECRUITMENT #:** **2023/2024-TA- ENGL-CREATIVE WRITING**

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

**EFFECTIVE DATE:** Fall Semester: August 17, 2023 to December 22, 2023

Spring Semester: January 22, 2024 to May 24, 2024

**SALARY RANGE: Salary ranges as follows (per month per semester)**

|  |  |  |  |
| --- | --- | --- | --- |
| **TEACHING ASSOCIATE PAY RATES** | | | |
|  | **Step 1**  (1st 2 semesters) | **Step 2**  (2nd 2 semesters) | **Step 3**  (3rd 2 semesters) |
| Monthly Full Time Base Rate | $3409.00 | $3479.00 | $3549.00 |
| Monthly Base Rate Per 3-unit Course | $681.80 | $695.80 | $709.80 |

**REQUIRED 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

• Bachelor’s degree (by time of appointment)

• Demonstrated potential for teaching excellence in-person or via AMI

• Demonstrated commitment to working successfully with a diverse student population

**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 the 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:**

**•** Coverletter of application addressing the required and preferred qualifications, related background, current e-mail address, and including research and career interests

• Three current (dated within the last 3 years) letters of recommendation on official letterhead with original signatures (at least 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), and

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

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

*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.*

**Applications, required documentation, and/or requests for information should be addressed to:**

Dr. Eileen S. Klink, Chair

Department of English

California State University, Long Beach

Long Beach, California 90840-2007

Phone # 562/985-4223

Inquiries should be addressed to English-Staff@csulb.edu or Phone # 562/985-1369

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

**Application Deadline:** Review of applications to begin May 15, 2023 for Fall 2023 and Spring 2024

*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.*