

	Teaching Associate	Instructional Student Assistant	Graduate Assistant	Student Assistant
About the Position	The Teaching Associate classification provides currently enrolled or admitted CSU graduate students with part-time employment offering practical teaching experience in fields related to their advanced study. They teach university courses and may also assist faculty or teaching staff with various professional and technical activities. Work assignments are closely associated with their program of study or the academic department in which they are enrolled.	Incumbents in this classification work part-time (typically 20 hours per week) during academic periods and may work full-time during academic break periods. Incumbents may have concurrent assignments in other Student Assistant classifications as long as the maximum hours are not exceeded.	Under immediate supervision, the Graduate Assistant assists a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. This work should not take precedence over the successful completion of the graduate degree program by the student in a timely manner.	Student Assistants are CSU students who work in various areas of a campus. Student Assistants may work up to, but not in excess of, 20 hours per week during academic periods and may work up to 40 hours per week during academic break periods.
Basic Job Duties	Teaching Associates typically are responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students, and determining course grades. Also, incumbents may assist faculty with field experience, supervision, simulation exercises, and/or research projects. Normally, incumbents in Range A are designated to teach courses at the lower division level, and incumbents in Range B are designated to teach courses at the lower and/or upper division level.	Under supervision, Instructional Student Assistants in this classification perform teaching, grading, or tutoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term.	Graduate Assistant work may involve supervising students in a classroom, workshop, or laboratory; training students in the use of equipment or other resources; assisting faculty with research and preparation of course materials; participating in the evaluation of students' work; tutoring students; and other related work. Graduate Assistants are not responsible for the instructional content of a course, selecting student assignments, planning examinations, determining the term grade for students, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course. Graduate Assistants may not be employed to assist in a course in which he/she is enrolled, nor should they be consulted regarding the grading of their peers.	Under direct supervision, Student Assistants perform duties ranging from unskilled to skilled and/or specialized, in a variety of positions that typically require the use of manual, clerical, public contact, and/or analytical skills. Assignments have limited use of discretion and judgment. Work is regularly reviewed and may entail detailed instructions. Specific job duties are defined by the appropriate campus department

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Why It is different	The Teaching Associate classification is distinguished from the Graduate Assistant and Student Assistant classifications by assignments that primarily involve classroom and laboratory instruction. Responsibility for a course may be vested in the Teaching Associate under the direct supervision of an appropriate faculty member.	The Instructional Student Assistant classification is distinguished from other Student Assistant classifications by the nature of the work performed. The majority of work performed in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term by Instructional Student Assistants is tutoring, grading, and/or teaching work while the other Student Assistants perform other duties including clerical, technical, custodial, laborer or other work as assigned.	The Graduate Assistant is distinguished from those classifications used for undergraduate student help in the instructional program who perform clerical or other routine tasks such as grading examinations, recording grades, etc., by the following: Graduate Assistants are provided part-time employment and practical experience in fields related to their advanced study. Graduate Assistants provide professional non-	The Student Assistant classification is distinguished from the Instructional Student Assistant, Graduate Assistant, and Teaching Associate classifications in that the Student Assistant does not perform academic-related duties such as instruction, tutoring, grading, evaluating, research, and assisting faculty with classroom activities.
Min-Qualifications	<p>Knowledge and Abilities: Knowledge of the subject matter of the discipline to which the individual is assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students.</p> <p>Teaching Associate – 2:</p> <p>Education: Range A: Equivalent to or completion of the requirements for a bachelor's degree and concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.</p> <p>Range B: Equivalent to or completion of the requirements for a master's or doctorate degree and concurrent admission to or enrollment in a doctoral degree program of the university that is related to the discipline to which the individual is assigned. One academic year of full-time doctoral study, with successful completion of all requirements, may be substituted for the master's degree requirement.</p> <p>Experience: Evidence of satisfactory achievement in previous</p>	<p>Knowledge and Abilities: Incumbents must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade, or tutor a course.</p> <p>Special Qualifications: Admission or registration as a CSU student. On-Campus or Off-Campus Work-Study Instructional Student Assistants must meet the eligibility requirements of the Federal Work-Study Program, as determined by the campus financial aid office.</p>	<p>Knowledge and Abilities: Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist, and train students; and ability to assist faculty in the conduct of special projects/research within the discipline.</p> <p>Experience: For the initial appointment, evidence of satisfactory achievement in previous academic work. For subsequent appointment, evidence of satisfactory progress toward completion of the degree.</p> <p>Education: Equivalent to completion of the requirements for a bachelor's degree and registration in a CSU graduate degree program. Students enrolled in credential programs are not eligible for this position.</p>	<p>Knowledge and Abilities: Ability to learn and perform assigned work; follow oral instructions; work cooperatively with faculty, staff, and other students; communicate effectively with all levels; and read and write English at a level appropriate to the position.</p> <p>Special Qualification: Admission or registration as a CSU student.</p>