The Major and Career Exploration Program at Arizona State University invites applications for graduate teaching assistants on the Tempe, Downtown, and Polytechnic Campuses for the 2018-2019 academic year. The position has an anticipated start date of August 6, 2018. These teaching assistant positions offer excellent training and support during each semester and an opportunity to be part of an engaged team of instructors who make a critical contribution to student development each year. Teaching assistants will teach sections of Major and Career Exploration classes and/or ASU 101: The ASU Experience. UNI classes are one-credit, 7.5-week seminars that actively engage students in determining their choice of major and career goals. ASU 101 is a freshman seminar focused on student success and the New American University. Each teaching assistant will be expected to attend a mandatory orientation meeting on Saturday, April 28, 2018, and four days of training, August 6 – 9, 2018.

Essential Duties:
The successful teaching assistant applicant will:

- Teach sections of ASU 101: The ASU Experience and/or UNI 150/250/270 Major and Career Exploration classes
- Deliver lectures and facilitate class discussion
- Evaluate student assignments
- Meet with students during regularly scheduled office hours
- Attend weekly staff meetings during the semester

Required Qualifications:

- Master’s degree or equivalent (minimum 18 graduate credits)
- Currently and regularly admitted to an ASU graduate degree program
- Enrolled for at least 6 hours of graduate credit at ASU each semester teaching
- Knowledge of Career Development theory and practice
- Classroom teaching experiences
- Excellent English written and spoken communication skills
- Demonstrated interest in issues of human diversity

Desired Qualifications:

- Coursework and experience with career development programs
- Experience teaching with technology
- Knowledge of ASU campus resources, policies, and procedures
- Experience with active/collaborative learning
- Experience and/or coursework in assessment

Application Procedure:
To apply, visit https://cisa.asu.edu/jobs and upload your application as one combined .pdf document under job number #1819MCE1. Only electronic submissions will be reviewed. Incomplete applications will not be considered. Applications must contain:

1. Cover letter outlining qualifications and experience as it relates to the position
2. Current resume/curriculum vitae
3. Information for three professional references (their position, title, e-mail, phone number)

The application deadline is 4/1/2018 at 5pm; and if not filled, then every Friday thereafter until the search is closed. Only candidates selected to interview will be contacted. A background check is required prior to employment. For technical assistance with your application contact cisahr@asu.edu; for position-related questions contact Dr. Mary E. Dawes at medawes@asu.edu.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law. (See ASU’s complete non-discrimination statement at https://asu.edu/aad/manuals/acd/acd401.html; see ASU’s Title IX policy at https://www.asu.edu/titleix/)

General Information: Arizona State University is a comprehensive public research university named #1 in the United States for innovation for the third consecutive year, followed by #2 Stanford and #3 MIT. We measure our success not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the
economic, social, cultural and overall health of the communities we serve. University College is committed to providing ASU students with the resources and support to help make a successful transition from high school to college — and to develop additional life skills and a mindset for success that will serve them well throughout their academic career and beyond. Our nationally recognized student support services offer options to fit the needs of every student.