Arizona State University
ANNOUNCEMENT OF TA OPENINGS

Major and Career Exploration, in the College of Letters and Sciences, offers courses, individual career coaching, and resources for students who wish to make a thoughtful choice of major and career goals. These TA positions offer excellent training and preparation, support during each semester, and an opportunity to be part of an energetic and engaged team of Instructors who make a critical contribution to thousands of students’ development and success each year.

DEPARTMENT Major & Career Exploration TITLE X Graduate Teaching Assistant
COLLEGE College of Letters & Sciences--POOL Recruitment DEPT CODE M0519
X POLYTECHNIC CAMPUS X TEMPE CAMPUS X DOWNTOWN

ESSENTIAL FUNCTIONS
Teach sections of UNI 150/250/270 Major & Career Exploration classes and/or ASU 101: The ASU Experience (up to a maximum of six credits = 50% FTE) and hold office hours with students. Attend weekly staff meetings during semesters teaching. TAs selected must attend a mandatory Orientation Meeting Saturday, May 7, 2016, and week of training, August 8-12, 2016.

QUALIFICATIONS: REQUIRED
✓ Master’s Degree or equivalent (minimum 18 graduate credits)
✓ Regularly admitted to graduate degree program
✓ Enrolled for at least 6 hours of graduate credit each semester teaching
✓ Knowledge of Career Development theory and practice
✓ Classroom teaching experience
✓ Excellent English written and verbal communication skills
✓ Demonstrated interest in issues of human diversity

DESIRED
✓ 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 DEADLINE March 4, 2016; if not filled, every Friday thereafter until search is closed.

APPLICATION PROCEDURE
Submit a resume and cover letter responding specifically to the qualifications for teaching as described above, and the names and contact information of three professional references (include phone numbers and e-mail addresses) to:

Mary E. Dawes, Ph.D. 480-965-4956 medawes@asu.edu
Director of Major and Career Exploration
College of Letters and Sciences, Mail Code 0604 651 E. University Drive, Suite 220A Tempe, AZ 85281

GENERAL INFORMATION
UNI 150/250/270 are one-credit, 7 1/2-week seminars in career/major exploration that actively engage students in determining their choice of major and career goals.
ASU 101 is a one-credit, 7 1/2-week freshman seminar focused on student success, academic integrity, and The New American University.