Academic Student Employee Position Opening

**Instructional Student Assistant**

|  |  |
| --- | --- |
| **Department:** ANTHROPOLOGY | **Effective Date of Appointment:** FALL 2013 & SPRING 2014(Subject to Budgetary Approval) |

|  |  |
| --- | --- |
| **Position / Rank:** Instructional student Assistant | **Salary:** $ 10- 16.42/hour |

**Qualifications:** Must be actively enrolled in Master' degree program in the Department of Anthropology at CSUN. Must demonstrate substantive understanding of the topic of course to which assigned.

CSUN is a Learning Centered University. The successful candidate will be expected to join faculty and staff in a commitment to active learning, to the assessment of learning outcomes, and to multiple pathways that enable students to graduate.

At time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the United States Citizenship and Immigration Services to work in the United States.

**Responsibilities:** Responsibilities may include some or all of the following: (1) read and evaluate student papers; (2) Proctor examinations; (3) evaluate student assignments; (4) evaluate student examinations: (5) maintain /submit student records (grades) (6) show videos/films to the class.

**Application Deadline:**  Review of application begins August 15, 2013. Interested students should submit a letter of inquiry indicating the course (s) for which they are applying and describing their academic preparation in that area of study. Applicants should also submit a short CV or resume highlighting their educational background and previous work experience that is relevant to the ISA position.

Please submit your resume and a letter indicating the courses you are interested in applying.

**Inquiries and nominations should be addressed to:**

**Dr. Cathy Costin, Chair**

**Department of Anthropology**

**Sierra Hall 232**

**California State University, Northridge**

**Please note: Students applying for Instructional Student Assistant positions must be admitted or registered as a CSU student. 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. The work may be performed on-campus or at an off-campus public agency or private non-profit organization under an agreement with a campus in the CSU system. Academic Student Employees may not concurrently hold a faculty or staff position. Students with assignments in more than one student classification (i.e. Teaching Associate and Graduate Assistant) are restricted to working a maximum of 20 hours per week during the Academic Year and up to full-time during academic break periods. The 20 hour per week maximum includes hours worked in all positions.**

**General Information:**

California State University, Northridge, one of the largest of the 23 campuses of The California State University system, is located twenty-five miles northwest of central Los Angeles in the San Fernando Valley, a suburb with a multi-cultural population of over one million people. The University enrolls approximately 36,000 students (29,181 FTEs) from diverse backgrounds, served by 4,000 faculty. Nine Colleges offer baccalaureate degrees in 69 degree programs, master’s degrees in 58 graduate degree programs, 2 doctorate graduate program and 55 teaching credentials in the field of education, and various opportunities in extended learning and other special programs. For more information about the University, check our website: <http://www.csun.edu/>.

In compliance with the Annual Security Report & Fire Safety Report of Campus Security Policy and Campus Crime Statistics Act, California State University, Northridge has made crime-reporting statistics available on-line at <http://www-admn.csun.edu/police/clery-report.pdf>. Print copies are available in the library and by request from the Department of Police Services and the Office of Faculty Affairs.

Applicants who wish to request accommodations for a disability may contact the Office of Equity and Diversity, (818) 677-2077.

The University is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, disability, genetic information, or veteran status.

**ASE-1**

**Revised 07/2013**

n:forms:ase-1-isa