Graduate Assistant

Position / Rank: Graduate Assistant
Salary: $12.00 - $15.00/hour

Qualifications: Graduate student in good standing currently enrolled in a CSUN graduate program. Must be conscientious, conscientious, and well-organized and possess excellent analytical and communication and writing skills.

Responsibilities: The GA will be responsible for grading 2-3 page case studies for the introductory management course (MGT360). The GA will need excellent time management skills to be able to handle large volumes of grading periodically during the semester. The GA will also be available through email and for office hours to handle student inquiries about the graded case studies. The GA may be required to help proctor exams.

Application Deadline: Open until filled. To apply, provide resume and letter of interest. Electronic applications preferred.

Inquiries and nominations should be addressed to:
Dr. John Bruton
Department of Management David Nazarian College of Business
California State University Northridge
18111 Nordhoff St
Northridge, CA 91330-8376
john.bruton@csun.edu

Please note: Students applying for Graduate Assistant positions must be currently enrolled in a graduate program. Graduate Assistants provide non-teaching assistance to faculty members and gain practical experience in fields related to their advance study. 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. The 20 hour per week maximum includes hours worked in all positions.

The University:
Serving more than 38,000 students each year, CSUN is one of the largest universities in the United States. CSUN ranks 10th in the country in awarding bachelor’s degrees to underrepresented minority students, fifth nationally in awarding master’s degrees to Hispanic students and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. CSUN’s 171 academic programs and engaged centers enjoy international recognition for excellence. CSUN currently partners with more than 100 institutions of higher education in 22 countries around the globe and attracts the largest international student population of any U.S. master’s level institution. Situated on a 356-acre park-like setting in the heart of Los Angeles’ San Fernando Valley, the campus features modern educational buildings and world-class LEED Gold-certified performing arts and recreational facilities recognized as among the best in the country. CSUN is a welcoming university that champions accessibility, academic excellence and student success.

CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN is designated as a Hispanic Serving Institution (HSI) and an Asian American, Native American, Pacific Islander Serving Institution (AANAPISI) and we value the diversity of all of our students and the campus community. CSUN actively encourages qualified candidates to apply who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to higher education for under-represented students.

As an Equal Opportunity/Affirmative Action employer, CSUN strives to create a community in which a diverse population can work, teach and learn in an atmosphere of civility and respect for the rights of each individual. We consider qualified applicants for employment without regard to race, color, religion, national origin, gender, gender identity/expression, sexual orientation, age, disability, genetic information, medical information, marital status, or veteran status. For more information about the University, check our website: http://www.csun.edu/

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

ASE-1
Revised 06/2014