

Department: DNCBE, Office of the Associate Dean

Effective Date of Appointment: Fall 2015
(Subject to Budgetary Approval)

Position / Rank: Instructional Student Assistant

Salary: \$11.50 hour/part-time

Qualifications: Successful completion of lower division core and BUS 302 and BUS 302L. Prefer overall GPA above 3.5.

Responsibilities: Tutoring remedial coursework in business core courses. Individual or group instruction requiring advanced knowledge of discipline or subject matter. Can include lower division: ACCT 220, ACCT 230, ECON 160, ECON 161, BLAW 280, ECON 175, ENGL 205, SOM 120, MATH 140, MATH 103, COMP 100, COMP 110/L; and upper division: BLAW 308, ECON 308, FIN 303, MGT 360, MKT 304 and SOM 306. Incumbents must exhibit the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; accept responsibility and work well independently. Completion of specific coursework may be required in order to evaluate, tutor and/or provide supplemental instruction.

Application Deadline: Open until filled. Multiple positions available.

Application available at www.csun.edu/busad/tutorapp.pdf or in Juniper Hall 3109.

Inquiries and nominations should be addressed to:

ATTN: Jane Gallegos
18111 Nordhoff Street
Northridge, CA 91330-8373
jane.gallegos@csun.edu

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.

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.

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