

Academic Student Employee Position Opening

Instructional Student Assistant

Department: Geological Sciences

Effective Date of Appointment: 1/31/2024
(Subject to Budgetary Approval)

Position: Instructional Student Assistant

Salary: \$20.00/hr

Qualifications: Current Geological Sciences major preferred in good standing. Grade point average of 3.0 or higher. Must have completed coursework in the relevant course. Must be responsible, conscientious, well organized and possess excellent oral and written communication skills, and be able to work independently with guidance from faculty. Must be willing to review assignments before meeting with the student(s).

Responsibilities: Grading for various upper and lower-division Geology classes. May include some or all of the following: reading and grading written assignments, exams; running scantrons and entering grades into CANVAS. Under appropriate supervision by the course-assigned faculty member, you will be expected to demonstrate specific advanced knowledge of the course content by implementing the faculty members' course content and methodology. This knowledge will further be used to assess student work and provide the authority to assign a grade within a range of points established by the professor/instructor.

Application Deadline: Open until filled

Interested students should email a cover letter indicating their academic preparation in geology and any other relevant work experience for this position.

Inquiries and nominations should be addressed to:

Mari Flores-Garcia, Dept. Secretary
Dept. of Geological Sciences
mari.flores@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.

CSUN's Commitment to You:

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation, and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

For more information about the University, visit: <http://www.csun.edu>

General Information:

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 [here](#). Print copies are available by request from the Department of Police Services, the Office for Faculty Affairs, and the Office of Equity and Diversity.

The person holding this position may be considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

As a condition of employment, all employees need to certify vaccination status by attesting they are fully vaccinated, need a medical exemption, need a religious exemption, or are not working on campus. You can obtain more information about or access the full vaccination policy [here](#).

In accordance with the California State University (CSU) Out-of-State Employment Policy, the CSU is a state entity whose business operations reside within the State of California and prohibits hiring employees to perform CSU-related work outside of California.

CSUN is an Equal Opportunity Employer and prohibits discrimination based on race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in [CSU Executive Order 1096](#). Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting HR at 818-677-6510/3351.

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