

## Academic Student Employee Position Opening

### Graduate Assistant (GA)

<b>Department: MSE</b> <b>College: CECS</b>	<b>Effective Date of Appointment: September 17, 2024</b>
<b>Position: Graduate Assistant (G.A.)</b> [Supervisor: Please indicate one Class Code: <input type="checkbox"/> 2355 (AY) <input checked="" type="checkbox"/> 2325 (Monthly)  For questions regarding Class Code, contact Faculty Affairs.  <b>Course Name and Number:</b> N/A	<b>Graduate Assistant Variable Rate Salary – Monthly:</b> (Subject to Budgetary Approval)  2355 (AY)      \$3,245.00 - \$4,380.00 per month* 2325 (Monthly) \$3,408.00 - \$6,072.00 per month*  <i>(Effective date: 07/01/2024. For more information regarding salary schedules, please <a href="#">click here to visit the CSU Salary Schedule website</a>).</i>  *NOTE: The assigned monthly base x FTE determines the actual salary. <i>For example, Class Code 2355: \$3,090 x 0.2 FTE = \$618.00.</i>  <b>Salary for this position: Class Code 2325: \$3,408 x 0.125 FTE = \$426.00</b> based on the Graduate Assistant Time Base Table:  <a href="#">Click here to view the G.A. Time Base Table</a>

**Graduate Assistant - Time Base for This Position**  
**Class Codes 2355 (AY) and 2325 (Monthly)**

Hours Per Week	Time Base Fraction	FTE
5	1/8	0.125

**Qualifications:**

- Good knowledge of ANSYS
- Masters or undergraduate students

**Responsibilities:** (2) providing assistance to faculty conducting authorized Graduate Assistant research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, assisting in the conduct of experiments, etc.; and/or (3) generally assisting faculty in evaluating student work and examinations; preparing course materials and aids, or performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants.

**Application Deadline:** September 11<sup>th</sup>, 2024

**Required application materials:**

Resume

**Inquiries and nominations should be addressed to:** Sepideh Abolghasem,  
[Sepideh.abolghasem@csun.edu](mailto:Sepideh.abolghasem@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 advanced 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 total per week during the Academic Year. The 20 hour per week maximum includes hours worked in all positions. During academic breaks, students may work up to 40 hours per week total.

**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.

As a Hispanic-serving Institution (HSI), inclusiveness and diversity are integral to CSUN's commitment to excellence in teaching, research, and engagement. As of Fall 2023, CSUN enrolls ~36,000 students, where 55.7% are Latinx, 19.7% are White, 8.9% are Asian-American, 5.0% are Black/African American, 0.1% are Native American, and 0.1% are Native Hawaiian or Pacific Islander.

For more information about the University, visit our website at <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 online [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. Failure to satisfactorily complete the background check may affect the status of applicants. 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 on the basis of 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 Nondiscrimination Policy](#). Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting MSEM at 818-677-2167.

**ASE-1**  
**Revised 04/24**