

**Department:** MBA Graduate Programs**Effective Date of Appointment:** 9/1/22  
(Subject to Budgetary Approval)**Position:** Graduate Assistant**Salary:** \$18.00 an hour - 10 hours per week

The MBA Program office is looking for a graduate assistant (GA) to assist with course assessment activities. We need an experienced, self-motivated, hardworking graduate student to perform a wide range of tasks. This position works directly with a graduate faculty member, yet also independently on activities as assigned. It offers a flexible schedule and requires a commitment of 10 hours per week.

**Qualifications:** Current CSUN Graduate who has completed at least 4 core (600-level) courses; Have excellent computer skills in MS Word, Excel, PowerPoint, and Internet research skills; Comfort and familiarity with Canvas; Knowledge of proper APA citation and source formatting; Attention to details; Ability to work with deadlines; Excellent and professional communication skills both written and verbal; Ability to prioritize and be flexible when demands change.

**Responsibilities:** Assist in non-teaching course assessment activities (i.e., rubric entry, grading, etc.); Data entry: spreadsheet use, input, and analysis; Canvas material management as needed (post material, retrieve information; report writing and presentation compilation.

**Application Deadline:** Open until Filled

Please send resume and cover letter to the MBA Director to the email below.

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

Dr. Kristen Walker, MBA Director  
[kristen.walker@csun.edu](mailto:kristen.walker@csun.edu)  
(818) 677-2467

**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.

**About the University:**

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13<sup>th</sup> in awarding bachelor's degrees to historically underrepresented students and enrolls the largest number of students who are Deaf and hard of hearing of any U.S. state university. The journal *Nature* recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

**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.

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 Executive Order 1096](#). Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services at (818) 677-2101.

**ASE-1**

**Revised 4/19**