

Department: Marketing

Effective Date of Appointment: Fall 2023
(Subject to Budgetary Approval)

Position: Graduate Assistant – MKT 304 or 348

Salary: \$1452.50 Monthly for 20 hours weekly

Qualifications: The Department of Marketing is seeking a hardworking CSUN student to fulfill a Graduate Assistant position. This person works directly with the Marketing Department for a commitment to support faculty who teach large sections of MKT 304 or MKT 348 with grading papers, proctoring exams, and other instructional support as needed. The ability to work well in a group environment is important. Must be able to take directions and instruct others. Must have excellent writing, organizational and analytical skills.

Responsibilities: Assisting faculty with exam preparation and proctoring, grading quizzes and research papers, data entry into MS Excel and/or Canvas and holding marketing lab hours to support students with their marketing and research questions. The GA will be assisting in the grading of 25–35-page research papers for the introductory Marketing Management course (MKT304). The GA will need to have excellent time management skills to be able to handle large volumes or grading in the middle and towards the end of the semester. The GA will be asked to be available for students seeking research help. The GA will be required to proctor exams, post material on Canvas, assist faculty with research activities and perform other duties as assigned.

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

Inquiries and nominations should be addressed to:

Dr. Deborah Heisley Department of Marketing
BB3119 California State University Northridge
18111 Nordhoff St Northridge, CA 91330-8376

Resume and cover letters as a PDF attachment to:

csunmktjobs@csun.edu with “Graduate Assistant Position” in subject line

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.

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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