

Department: Communication Studies**Effective Date of Appointment:** Fall 2019
(Subject to Budgetary Approval)**Position:** Graduate Assistant**Salary:** Dependent on Qualification

Qualifications: The Department of Communication Studies at CSUN seeks a qualified candidate to fulfill a graduate assistant position. The candidate must have the following qualifications; currently enrolled as a full time or part time student in the M.A program at CSUN; demonstrated excellence in writing; exceptional organizational and interpersonal skills, and passion to assist students achieve success; academic preparation in Communication Studies preferred.

Responsibilities: The main responsibility of the graduate assistant is to tutor undergraduate students in academic writing and oral presentation skills. The graduate assistant is expected to maintain designated hours to support students' academic success by providing feedback on written assignments and oral presentation for students taking Communication Studies courses.

Application Deadline:

Please submit a resume and letter of interest.

Inquiries and nominations should be addressed to:

Sakile Camara

18111 Nordhoff Street

Northridge, CA 91330-8257

Any questions, please call the office at 818-677-2853

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.

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**