

**Department:** Matador Achievement Center**Effective Date of Appointment:** August 2019-May 2020 (Subject to Budgetary Approval)**Position:** Graduate Assistant (Academic Specialist)    **Salary:** 2,500 monthly for 20 hours per week

**Qualifications:** The Matador Achievement Center is currently seeking a current CSUN Graduate student to work as our Academic Specialist Graduate Assistant for the 2019-2020 academic year. The ideal candidate will have experience as a mentor, teacher or tutor in addition to a background in Division I athletics as a former student work, student-athlete tutor or Division I student-athlete. Prior knowledge of NCAA Division I extra benefits legislation and progress toward degree requirements preferred.

**Responsibilities:** : Under the supervision of the Dr. Lauren McDonald, Associate Professor for the Department of Sociology and Senior Associate Athletic Director for Academics, the Academic Specialist Graduate Assistant will be primarily responsible for assisting at-risk student-athletes in developing academic skills such as study strategies, time management, reading and writing skills, critical thinking, test-taking, and note taking strategies.

Under general supervision, the GA will need to have strong organizational, time management and communication skills. The ability to conduct analysis related to the student-athlete population at the direction of their supervisor in addition to conducting 1/1 and small group session will draw from graduate course work.

The GA will also perform additional duties related to the role, including, but not limited to:

- ❖ Help student-athletes understand their learning strengths in order to develop short and long-term goals related to academic achievement and personal growth
- ❖ Help student-athletes learn to effectively balance the demands of their academic and athletic responsibilities
- ❖ Help student-athletes utilize technology, campus/community resources, and effective strategies to become self-sufficient learners
- ❖ Conduct assessments and evaluations to determine student-athletes' academic needs
- ❖ Review and monitor academic progress for assigned student-athletes
- ❖ Communicate with Learning Specialist and Athletic Academic Advisors to discuss student-athletes' progress and development
- ❖ Compile weekly academic reports to send to academic staff and coaches
- ❖ Assist student-athletes who need support and guidance academically in objective based structured study
- ❖ Work with supervisor on various day-to-day activities and projects

**Application Deadline:** September 27, 2019. To apply, please provide resume and letter of interest. Electronic Application preferred

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

Teiana Jones

Senior Associate Athletic Director for Academic Services

Matador Achievement Center

BH 525

California State University, Northridge

18111 Nordhoff St.

Northridge, CA 91330

Resume and cover letters as a PDF attachment to: [Teiana.Jones@csun.edu](mailto:Teiana.Jones@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.

**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**