

**Department:** Marketing**Effective Date of Appointment:** Fall 2019  
(Subject to Budgetary Approval)**Position:** Graduate Assistant**Salary:** \$954.75 monthly for 15 hours  
weekly

**Qualifications:** The Department of Marketing is seeking a hardworking graduate student to fulfill a Graduate Assistant position. This person works directly with the Marketing Department for a commitment to work with large sections of MKT 304 faculty and students. The ability to work well in a group environment, flexibility and patience with students who seek help with their projects is essential to this role. Must be able to take directions and instruct others. Must have strong research skills, 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.

**Desired skills:**

Familiarity with APA or MLA, proficiency in Excel, data entry experience, familiarity with Scantron ScoreIT, familiarity with Canvas, tutoring experience, familiarity/experience with Oviatt Library Business data bases.

**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: [marketingdepartment@csun.edu](mailto:marketingdepartment@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.**

**About the University:**

Serving more than 42,000 students each year, CSUN is one of the largest universities in the United States, and it has an impact to match its size. Money Magazine recently named CSUN one of the top ten values in all of higher education, and the Social Mobility Index ranked CSUN fifth in the nation for elevating its students' economic and social well-being. CSUN ranks 10th in the country in awarding bachelor's degrees to underrepresented minority students, fifth nationally in awarding master's degrees to Hispanic students and enrolls the largest number of deaf and hard-of-hearing students of

any U.S. state university. CSUN's 171 academic programs and engaged centers enjoy international recognition for excellence. CSUN currently partners with more than 100 institutions of higher education in 22 countries around the globe and attracts the largest international student population of any U.S. master's level institution. Situated on a 356-acre park-like setting in the heart of Los Angeles' San Fernando Valley, the campus features modern educational buildings and world-class LEED Gold-certified performing arts and recreational facilities recognized as among the best in the country. CSUN is designated as a Hispanic Serving Institution (HSI) and an Asian American, Native American, Pacific Islander Serving Institution (AANAPISI) and we value the diversity of all of our students and the campus community. CSUN is a welcoming university that champions accessibility, academic excellence and student success.

#### CSUN's Commitment to You:

CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity.

As an Equal Opportunity/Affirmative Action employer, CSUN strives to create a community in which a diverse population can work, teach and learn in an atmosphere of civility and respect for the rights of each individual. We consider qualified applicants for employment without regard to race, color, religion, national origin, gender, gender identity/expression, sexual orientation, age, disability, genetic information, medical information, marital status, or veteran status. For more information about the University, check our website: <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 at <http://www.csun.edu/sites/default/files/clery-report.pdf>. Print copies are available in the library and by request from the Department of Police Services and the Office of Faculty Affairs.

The person holding this position is 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.

Applicants who wish to request accommodations for a disability may contact the Office of Equity and Diversity, (818) 677-2077.

**ASE-1**

**Revised 09/17**