



## Academic Student Employee Position Opening Instructional Student Assistant

**Department:** College of Social and Behavioral Science    **Effective Date of Appointment:** September 9, 2020 (Subject to Budgetary Approval)

**Position:** Instructional Student Assistant (Writing Tutor)    **Salary:** \$17.00 hourly

**Qualifications:** B.S. or B.A.

**Responsibilities:** Serving as a CSBS Writing Wizard who will be available as part of the CSBS Tutoring Center and the Student Support Commons. The Wizards assist students with proofreading and paper structure. Hours are flexible and include remote availability (working from home or a remote location). Wizards will be available on call remotely via email from 9pm to 2am Sunday through Thursday. Wizards must demonstrate knowledge of grammar rules, writing strategies, and research strategies. Strong verbal communication skills are preferred. Access to a computer with Zoom videoconferencing preferred.

**Application Deadline:** Open until filled

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

**Serinah Gabrelian 401 Sierra Hall,  
College of Social and Behavioral Sciences, Office of the Dean  
18111 Nordhoff St. Northridge CA 91330  
(818) 677-3317**

**Please note:** Students applying for Instructional Student Assistant positions must be admitted or registered as a CSU student. Under supervision, Instructional Student Assistants in this classification perform teaching, grading or tutoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. The work may be performed on-campus or at an off-campus public agency or private non-profit organization under an agreement with a campus in the CSU system. 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 and up to full-time during academic break periods. 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.

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