



Instructional Student Assistant

Department: MCCAMC Dean's Office

Effective Date of Appointment: August 17th 2020
to May 22nd 2020 (with a break in December)

**There is an intensive training component
that requires to begin work on August 17,
2020.**

Position: Peer Coach (12 positions)

Salary: \$14/hour

The Mike Curb College is seeking tutor/mentors to help freshmen develop the skills they need to be successful at CSUN

Qualifications:

- Must be an Art, Communication Studies, Cinema and Television Arts, Journalism, Music or Theatre major in good standing.
- Must have taken 30 units at CSUN. Junior or Senior standing recommended
- An overall CSUN GPA of 2.5 or above is required
- An overall Major GPA of 2.5 or above is required
- Must be responsible, conscientious, well organized, and possess excellent oral and written communication skills.
- Must have good time management skills.
- Able to work productively with faculty, staff, and students.
- Able to coach, tutor and/or mentor face-to-face and using technology: CSUN Zoom, Canvas, phone, email.
- Must be available a minimum of 12 hours a week for position.

Responsibilities:

- Coach students in study skills, time management, reading, note taking, and study strategies as well as AMC philosophy, both individually and in groups.
- Lead social group interaction meetings
- Complete documentation (written and online) for each student interaction.
- Participate in mandatory weekly staff meetings.
- Attend five days of coaching training prior to the beginning of term, 10am-4pm August 17th-21st.
- Maintain an overall GPA of 2.5 or above.
- Report to work on time and adhere to the schedule.
- Maintain a courteous, respectful, and professional attitude at all times.
- Maintain the confidentiality of our student clientele.
- Other duties as assigned.

Application Deadline: Open until filled.

Please submit your application to:
<https://forms.gle/GqBDFNKPAwekf6GT8>

Inquiries and nominations should be addressed to:

Dr. Michael Kurland by email at Michael.Kurland@csun.edu

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.

About the University:

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of students who are Deaf and hard-of-hearing of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.