



## Academic Student Employee Position Opening

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Instructional Student Assistant

**Department:** Sociology

**Effective Date of Appointment:** 01/17/2024  
(Subject to Budgetary Approval)

**Position:** Instructional Student Assistant (ISA)    **Salary:** \$16.20/hr

**Qualifications:**

Currently enrolled undergraduate or graduate level student who has demonstrated academic ability in upper-division sociology courses, including those in the core areas (statistics, theory, methods). Must be responsible, conscientious, organized, possess good communication, great writing skills, and be able to work independently with guidance from faculty.

**Responsibilities:**

May include some or all of the following: Reading and grading written assignments, exams, discussion board posts, and/or lab assignments; assisting with proctored exams; running Scantrons; entering grades into Canvas; making course materials accessible; tutoring and/or holding review sessions.

**Application Deadline:**

Open until filled.

**Application Instructions:**

Interested students should email a cover letter indicating their academic preparation in sociology and specific courses, any previous work experience that is relevant to the ISA position, and the contact information of one faculty reference.

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

Byron McCuan, Administrative Support Coordinator I  
Department of Sociology  
byron.mccuan@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.

**CSUN's Commitment to You:**

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation, and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

For more information about the University, visit: <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 [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.

As a condition of employment, all employees need to certify vaccination status by attesting they are fully vaccinated, need a medical exemption, need a religious exemption, or are not working on campus. You can obtain more information about or access the full vaccination policy [here](#).

In accordance with the California State University (CSU) Out-of-State Employment Policy, the CSU is a state entity whose business operations reside within the State of California and prohibits hiring employees to perform CSU-related work outside of California.

CSUN is an Equal Opportunity Employer and prohibits discrimination based on 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 HR at 818-677-6510/3351.

**ASE-1**  
**Revised 10/22**