

Academic Student Employee Position Opening

Graduate Assistant (GA)

Department: Biology College: College of Science and Math	Effective Date of Appointment: AY 2024/2025
Position: Graduate Assistant (G.A.) <input checked="" type="checkbox"/> 2355 (AY) <input type="checkbox"/> 2325 (Monthly) For questions regarding Class Code, contact Faculty Affairs. Course Name and Number: BIOL 102LCS, BIOL 212, BIOL 215L, BIOL 218L, BIOL 247L, BIOL 282, BIOL 313L/392B, BIOL 312L/392F, BIOL 315L, BIOL 316LCS, BIOL 330L, BIOL 347L, BIOL 362L, BIOL 381, BIOL 404L, BIOL 406L, BIOL 407L, BIOL 410L, BIOL 411L, BIOL 412L, BIOL 413L, BIOL 414L, BIOL 415L, BIOL 417L, BIOL 418L, BIOL 419L, BIOL 421L, BIOL 422L, BIOL 427L, BIOL 427AL, BIOL 428L, BIOL 429L, BIOL 430L, BIOL 431L, BIOL 432L, BIOL 433L, BIOL 434L, BIOL 435L, BIOL 437L, BIOL 439L, BIOL 441L, BIOL 442L, BIOL 446L, BIOL 447L, BIOL 452L, BIOL 453L, BIOL 467L, BIOL 472L, BIOL 475L, BIOL 477L, BIOL 481L, BIOL 482L, BIOL 483L, BIOL 485L, BIOL 487L, BIOL 492A-Z, BIOL 502L, BIOL 503L, BIOL 551L Tutoring PLF Instructor for BIOL 106, BIOL 107, BIOL 322, BIOL 360, or BIOL 380	Graduate Assistant Variable Rate Salary – Monthly: (Subject to Budgetary Approval) 2355 (AY) \$3,245.00 - \$4,380.00 per month* 2325 (Monthly) \$3,408.00 - \$6,072.00 per month* <i>(Effective date: 07/01/2024. For more information regarding salary schedules, please click here to visit the CSU Salary Schedule website).</i> *NOTE: The assigned monthly base x FTE determines the actual salary. For example , Class Code 2355: \$3,090 x 0.2 FTE = \$618.00. Salary for this position: \$3,245.00, based on the Graduate Assistant Time Base Table: Click here to view the G.A. Time Base Table

Graduate Assistant - Time Base for This Position Class Codes 2355 (AY) and 2325 (Monthly)

Hours Per Week	Time Base Fraction	FTE
3 to 10 Hours*	3/40 to 1/4*	0.0750 to 0.2500*

*Dependent on the class, tutoring hours, or PLF

Qualifications:

Must hold at least a bachelor's degree in biology or a related field or have demonstrated competency in Biology equivalent to that required for admission into the Biology MS program.

Experience in coursework or research in specialized areas of biology (e.g. microbiology, genetics, ecology, or physiology) related to the course is required for assisting with upper division courses or tutoring. Proficiency in relevant software and ability to operate and maintain laboratory equipment may be required for some specialized courses.

Excellent verbal and written communication skills to convey scientific material clearly.

Possession of a Class C driver's license and ability to drive a 12-passenger van is required to assist with most field courses.

Available to attend regular class hours, any additional hours outside of regular class hours necessary for preparation, cleanup, or field trips, and any additional meetings as required by the department.

Responsibilities:

Per the [Classification Standards](#): Typical activities of Graduate Assistants may include: (1) assisting in the instruction of students by conducting small discussion groups related to large lecture courses and the like, supervising laboratory periods, workshops, production courses or other course activities, assisting by handling equipment, performing demonstrations, maintaining office hours to provide direct individual contact between student and graduate assistant, clarifying course material or course content for students; (2) providing assistance to faculty conducting authorized Graduate Assistant research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, assisting in the conduct of experiments, etc.; and/or (3) generally assisting faculty in evaluating student work and examinations; preparing course materials and aids, or performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants.

Driving university passenger vehicles for transportation of students and equipment to field sites for field classes.

Application Deadline: Open until filled

Solicitation for online submission of applications will be sent via email to all admitted graduate students in the Department of Biology typically at least two weeks before deadline. Deadlines are typically July 1 for Fall semester and December 1 for Spring applications. Review of applications will commence immediately after the deadline but late applications will be accepted until positions are filled.

Inquiries and nominations should be addressed to: biograd.coordinator@csun.edu

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 advanced 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 total per week during the Academic Year. The 20 hour per week maximum includes hours worked in all positions. During academic breaks, students may work up to 40 hours per week total.

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.

As a Hispanic-serving Institution (HSI), inclusiveness and diversity are integral to CSUN's commitment to excellence in teaching, research, and engagement. As of Fall 2023, CSUN enrolls ~36,000 students, where 55.7% are Latinx, 19.7% are White, 8.9% are Asian-American, 5.0% are Black/African American, 0.1% are Native American, and 0.1% are Native Hawaiian or Pacific Islander.

For more information about the University, visit our website at <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

online [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. Failure to satisfactorily complete the background check may affect the status of applicants. 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 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 Nondiscrimination Policy](#). Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting the Biology Department at 818-677-3356.

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