

## Academic Student Employee Position Opening

### Graduate Assistant (GA)

<b>Department:</b> Business Law <b>College:</b> Nazarian College of Business & Economics	<b>Effective Date of Appointment:</b> 2024-25 Academic Year (Subject to Budgetary Approval)
<b>Position: Graduate Assistant (G.A.)</b> <input type="checkbox"/> 2355 (AY) <input checked="" type="checkbox"/> 2325 (Monthly)  For questions regarding Class Code, contact Faculty Affairs.  <b>Course Name and Number:</b>	<b>Graduate Assistant Variable Rate Salary – Monthly:</b> (Subject to Budgetary Approval)  \$3,246 - \$5,783 per month*  <i>*NOTE:</i> The assigned monthly base x FTE determines the actual salary. <i>For example,</i> Class Code 2355: \$3,090 x 0.2 FTE = \$618.00.  <b>Salary for this position:</b> \$1,359.25 per month for 10 hours weekly, based on the Graduate Assistant Time Base Table:  <a href="#">Click here to view the G.A. Time Base Table</a>

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

Hours Per Week	Time Base Fraction	FTE
10	1/4	0.2500

**Qualifications:** The Department of Business Law seeks a Graduate Assistant to work directly with department faculty to provide research support and professional assistance as needed. Must be enrolled in a CSUN graduate degree program and have excellent writing, organizational, and analytical skills.

**Responsibilities:** Assisting faculty by: evaluation of student work; providing research assistance to faculty on projects, including collecting and entering research data using MS Excel and Canvas, as well as summarizing and reporting research findings.

**Application Deadline:** Open until filled.

**Applicants must submit a current resume and cover letter.**

**Inquiries and nominations should be addressed to:** Chair, Department of Business Law. Email resume and cover letter as MSWord or PDF attachment with "Graduate Assistant Position" in the subject line to: [kurt.saunders@csun.edu](mailto:kurt.saunders@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 Department of Business Law at 818-677-2905.

**ASE-1**  
**Revised 04/24**