

Academic Student Employee Position Opening

Graduate Assistant (GA)

Department: Management College: Nazarian College of Business and Economics	Effective Date of Appointment: Fall 2024
Position: Graduate Assistant (G.A.) <input type="checkbox"/> 2355 (AY) <input checked="" type="checkbox"/> 2325 (Monthly) For questions regarding Class Code, contact Faculty Affairs. Course Name and Number: MGT 360 Management and Organizational Behavior	Graduate Assistant Variable Rate Salary – Monthly: (Subject to Budgetary Approval) 2355 (AY) \$3,090 - \$4,171 per month* 2325 (Monthly) \$3,246 - \$5,783 per month* *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: \$1,696 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
20	1/2	0.5000

Qualifications: Graduate student in good standing currently enrolled in a CSUN graduate program. Must be conscientious, and well-organized and possess excellent analytical, communication and writing skills.

Responsibilities:

- Graduate Assistant for MGT 360
- Participate in the evaluation of student work including grading quizzes, papers, projects, and reports
- Aid in preparing course materials
- Assisting with supervising students in the classroom under the direction of the faculty of record
- Adhering to all University and Department regulations, policies, and procedures.

Application Deadline: open until Filled

Submit your resume and cover letter as a PDF attachment to MGTMKT@csun.edu with “Graduate Assistant Position” in the subject line

Inquiries and nominations should be addressed to: Phil Gorman, philip.c.gorman@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 Management at 818-677-2457.

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