

Academic Student Employee Position Opening

Instructional Student Assistant (ISA)

Department: Anthropology College: Social & Behavioral Sciences	Effective Date of Appointment: 08/21/24
Position: Instructional Student Assistant (ISA) <input checked="" type="checkbox"/> 1150 – ISA On Campus <input checked="" type="checkbox"/> 1151 – ISA On-Campus Work Study	Variable Rate Salary – Hourly for all ISA class codes: (Subject to Budgetary Approval) \$17.86 - \$23.84 per hour <i>(Effective date: 07/01/2024. For more information regarding salary schedules, please click here to visit the CSU Salary Schedule website).</i> Hourly Rate for <u>this</u> position: 18.00 Approximate Hours Per Week: up to 20

Qualifications:

- Must be a graduate student (current, active, and in good standing)
- Must be enrolled in at least one (1) unit
- Must be responsible and well-organized
- Must have excellent oral and written communication skills
- Able to work cooperatively with faculty, staff, and other students
- Able to learn and perform assigned work
- Must have good time management skills
- Ability to accept responsibility
- Must meet weekly/regular deadlines according to the course assignment schedule
- Able to use technology: CSUN Zoom, Canvas, Email, and online environments
- Ability and willingness to work with students from diverse backgrounds
- Completion of specific coursework may be required in order to teach, grade or tutor a course.

Responsibilities:

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. Assignments are made by academic department or equivalent administrative unit by a specific supervisor at a CSU campus.

Grading – Assessment of student work requiring specific academic knowledge directly related to the subject matter (i.e. test or assignment grades) within a range of points. Adhere to the University and department regulations, policies, and procedures.

The Instructional Student Assistant classification is distinguished from other Student Assistant classifications by the nature of work performed. The majority of work performed in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term by Instructional Student Assistants is tutoring, grading and/or teaching work while the other Student Assistants perform other duties including clerical, technical, custodial, laborer or other work as assigned.

Application Deadline: Open until filled

Required application materials: Cover letter and Resume/CV

Inquiries and nominations should be addressed to: Department of Anthropology, anthro@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 total 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.

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 Anthropology at 818-677-3331.

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