

## Academic Student Employee Position Opening

### Instructional Student Assistant (ISA)

<b>Department: Africana Studies</b> <b>College: Social &amp; Behavioral Sciences</b>	<b>Effective Date of Appointment: 8/21/24</b>
<b>Position: Instructional Student Assistant (ISA)</b> <input checked="" type="checkbox"/> 1150 – ISA On Campus <input type="checkbox"/> 1151 – ISA On-Campus Work Study <input type="checkbox"/> 1152 – ISA Off-Campus <input type="checkbox"/> 1153 – ISA Off-Campus Work Study	<b>Variable Rate Salary – Hourly for all ISA class codes:</b> (Subject to Budgetary Approval) \$17.01 - \$22.70 per hour (Effective date: 07/01/23). <a href="#">Click here to view the Unit 11 Salary Schedule.</a> <b>Hourly Rate for <u>this</u> position: \$17.01</b>  <b>Approximate Hours Per Week: up to 20</b>

**Qualifications:**

- Must be at least a CSUN Undergraduate Junior.
- Tech savvy, excellent computer skills and extensive experience using Zoom, Canvas, Microsoft Office, PowerPoint, Excel, Outlook and other online teaching tools.
- Ability to work effectively in team-oriented, environments.
- Excellent customer service skills.
- Strong organization and problem-solving skills.
- Ability to handle multiple tasks simultaneously.
- Willingness to work remotely and in-person, contingent upon University and Los Angeles public health advisories.
- Candidate must be a mature, responsible student, who adheres to university requirements during COVID-19 pandemic.
- Excellent follow-up and follow-through skills.
- Knowledge and appreciation for African/Black/African American culture.

**Responsibilities:**

- Under appropriate supervision by the course assigned faculty member, the Instructional Student Assistant utilizes faculty member’s course content and methodology, which requires specific advanced knowledge of the course content
- Assists students with group presentations and virtual class.
- Prepare class assignments.
- Grade short essays, under the direction of the instructor.

**Application Deadline:** Open until filled.

**Please email a resume and cover letter to [africanastudies@csun.edu](mailto:africanastudies@csun.edu).**

**Inquiries and nominations should also be addressed to: [africanastudies@csun.edu](mailto:africanastudies@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 Africana Studies at 818-677-3311.

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