

Academic Student Employee Position Opening

Instructional Student Assistant (ISA)

Department: Biology College: College of Science and Math	Effective Date of Appointment: AY 2024/2025
Position: Instructional Student Assistant (ISA) <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 Course Name and Number: Tutoring PLF Instructor for BIOL 106, BIOL 107, BIOL 322, BIOL 360, or BIOL 380	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: \$17.86 per hour Approximate Hours Per Week: 4 to 10 hour per week

Qualifications:

An undergraduate student must be in good academic standing majoring in Biology and have completed relevant foundational biology courses with a grade of B or higher. A graduate student 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 M.S. program.

Specifically, for Peer Learning Facilitator (PLF) positions in BIOL106, 107, 322, 360, 380, applicants must have completed the same course with a B or better. Specifically, for upper division lab and field courses positions at the 300-level and above, applicants must have completed relevant 300-level foundational biology courses with a B or better.

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

Ability to provide hands-on guidance in laboratory settings, including but not limited to techniques in cell biology, molecular biology, and field work practices.

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

Collaborative approach with faculty, staff, and students; commitment to fostering a respectful and inclusive classroom environment.

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:

Hold single or group tutoring sessions in person or online.

Hold group PLF sessions in person or online

Specifically for upper division lab and field courses, assist with preparation and cleanup of material and supplies necessary for conducting the course. Assist students during classroom hours. Not responsible for primary instruction or supervision of labs and field courses.

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

Per the [Classification Standards](#): 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

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 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



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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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