

## Academic Student Employee Position Opening

### Instructional Student Assistant (ISA)

<p><b>Department: Geography and Environmental Studies</b> <b>College: Social and Behavioral Studies</b></p>	<p><b>Effective Date of Appointment:</b> August 21, 2024 – December 23, 2024</p>
<p><b>Position: Instructional Student Assistant (ISA) - Tutor</b></p> <p><input checked="" type="checkbox"/> <b>1150</b> – ISA On Campus</p> <p><input checked="" type="checkbox"/> <b>1151</b> – ISA On-Campus Work Study</p> <p><input type="checkbox"/> <b>1152</b> – ISA Off-Campus</p> <p><input type="checkbox"/> <b>1153</b> – ISA Off-Campus Work Study</p> <p><b>Course Name and Number:</b> Applicable courses listed in the qualifications.</p>	<p><b>Variable Rate Salary – Hourly for all ISA class codes:</b> (Subject to Budgetary Approval)</p> <p>\$17.01 - \$22.70 per hour (Effective date: 07/01/23). <a href="#">Click here to view the Unit 11 Salary Schedule.</a></p> <p><b>Hourly Rate for <u>this</u> position:</b> \$17.50, can be increased based on experience.</p> <p><b>Approximate Hours Per Week:</b> 10hrs/wk.</p>

**Qualifications:**

- Geography Major or Minor preferred in good standing.
- Completion of coursework in at least 2 of the following:
  - 101 & 102
  - 103 & 105
  - 107
  - 112 & 112L
  - 150
  - 170
  - 206 & 206L
- Must be responsible, conscientious, well-organized, and possess excellent oral and written communication skills.
- Must have good time management skills.
- Able to work with the faculty members and students of the class/lab.
- Able to use technology: ArcGIS Pro – the latest version (if tutoring for GIS), Zoom, and CSUN email.

**Responsibilities:**

- Communicate using email with students
- Assist students on assignments
- Provide test preparatory guidance
- General tutoring in any of the above-listed classes, providing clarification of concepts, processes, and methods applicable to the class as requested.

**Application Deadline:** Open Until Filled

**Application Materials:**

1. Application
2. Cover Letter
3. Resume
4. Unofficial Transcripts
5. Writing Sample

**Inquiries and nominations should be addressed to:** Geovanna Burrell, [geovanna.burrell@csun.edu](mailto:geovanna.burrell@csun.edu)

**Applications should be sent to:** [geography@csun.edu](mailto:geography@csun.edu) Geovanna does not accept applications. If you send your application will not be counted as received.

**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 Geography and Environmental Studies at 818-677-3532.

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