

Academic Student Employee Position Opening

Instructional Student Assistant (ISA)

Department: Matador Achievement Center	Effective Date of Appointment: Fall 2024 and Spring 2025
Position: Instructional Student Assistant (ISA) (Tutor/Peer Learning Assistance(PLA)) <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	Variable Rate Salary – Hourly for all ISA class codes: (Subject to Budgetary Approval) \$17.01 - \$22.70 per hour (Effective date: 07/01/23). Click here to view the Unit 11 Salary Schedule. Hourly Rate for <u>this</u> position: Variable, Starting Rate \$17.20 Approximate Hours Per Week: Up to 20 hrs/week. Scheduled hours will be based on department need and budget.

Qualifications: ISAs must meet the following qualifications: be registered or admitted at CSUN; have a minimum 3.0 GPA (cumulative); have obtained a B+ or higher in courses they are assigned to tutor. Courses must have been completed at CSUN. Able to work productively with staff and students. Preferred qualification includes previous tutoring or teaching experience, and experience with student-athletes

Responsibilities: ISAs will work with student-athletes 1-1 or in a small group setting. Mentor students in study skills, time management, and other topics as assigned by the department. Complete reporting for each scheduled session using online reporting system, participate in mandatory staff meetings and trainings, report to work on time and adhere to schedule. All ISAs are required to undergo NCAA compliance rules training with the expectation that parameters will be followed, and compliance concerned will be reported immediately to their supervisor. Maintain a respectful and professional attitude at all times. Hours can range from week to week with general need communicated to each ISA individually based on area of expertise.

Application Deadline: Open until filled

Applications must be submitted on handshake.

*Appointments are for single term only. Returning ISAs must apply every term to be considered. Renewal is not guaranteed. Winter and Summer needs are limited. Course specific coverage dependent on student-athlete enrollment.

Inquiries and nominations should be addressed to: The Matador Achievement Center at mactutoring@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 Matador Achievement Center at 818-677-6356.

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