

## Academic Student Employee Position Opening

### Graduate Assistant (GA)

<b>Department: Marketing</b> <b>College: David Nazarian</b>	<b>Effective Date of Appointment: Fall 2024</b>
<b>Position: Graduate Assistant (G.A.)</b> <input type="checkbox"/> 2355 (AY) <input checked="" type="checkbox"/> 2325 (Monthly)  For questions regarding Class Code, contact Faculty Affairs.  <b>Course Name and Number:</b> <b>MKT304 Principles of Marketing</b> <b>MKT348 Consumer Behavior</b>	<b>Graduate Assistant Variable Rate Salary – Monthly:</b> (Subject to Budgetary Approval)  2355 (AY)      \$3,090 - \$4,171 per month*  2325 (Monthly) \$3,246 - \$5,783 per month*  *NOTE: The assigned monthly base x FTE determines the actual salary. <i>For example, Class Code 2355: \$3,090 x 0.2 FTE = \$618.00.</i>  <b>Salary for <u>this</u> position: \$1,696.00</b> based on the Graduate Assistant Time Base Table:  <a href="#">Click here to view the G.A. Time Base Table</a>

**Graduate Assistant - Time Base for This Position**  
**Class Codes 2355 (AY) and 2325 (Monthly)**

Hours Per Week	Time Base Fraction	FTE
20	1/2	0.5000

**Qualifications:** The Department of Marketing seeks graduate assistants (GAs) who can support the marketing faculty who teach large sections of MKT 304 Principles of Marketing and MKT 348 Consumer Behavior. Marketing GAs must have excellent writing, organizational and analytical skills, the ability to follow directions and instruct others carefully, and excellent time management skills to handle large volumes of grading in the middle and toward the end of the semester.

**Responsibilities:** Marketing GAs support faculty who teach MKT 304 Principles of Marketing and MKT 348 Consumer Behavior lecture hall courses by evaluating student work (quizzes, papers, projects and reports), helping prepare and proctor exams, entering data into MS Excel and Canvas, posting material on Canvas, holding office hours to support students, and assisting faculty with the preparation of course materials and research-related tasks under direct supervision.

**Application Deadline:** Open until filled

Submit your resume and cover letters as a PDF attachment to [csunmktjobs@csun.edu](mailto:csunmktjobs@csun.edu) with “Graduate Assistant Position” in the subject line

**Inquiries and nominations should be addressed to:** Deborah Heisley, [csunmktjobs@csun.edu](mailto:csunmktjobs@csun.edu)

**Please note:** Students applying for Graduate Assistant positions must be currently enrolled in a graduate program. Graduate Assistants provide non-teaching assistance to faculty members and gain practical experience in fields related to their advanced study. 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 total per week during the Academic Year. The 20 hour per week maximum includes hours worked in all positions. During academic breaks, students may work up to 40 hours per week total.

**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 Marketing Department at 818-677-2458.

**ASE-1**  
**Revised 08/13/2024**