Position Information

Department / Program Center: Dept. of Recreation, Parks & Tourism Administration

Building: various as needed   Room: ____________________  Contact: ________________

Semester: Fall   Year: 2015   Application Deadline: Sept. 11, 2015   ☐ On-Going*

Position Title: Instructional Student Assistant (ISA)

☐ Single Position Open   ☐ Multiple Positions Open

Hours 2-5 per Week / ☐ Semester   Hourly Pay: $12.00

Position Start Date: 8/31/2015   Position End Date: December 18, 2015

Hiring Contact Person: Geraldine Nicholson   Telephone: 8-3866

Email: geraldine.nicholson@csus.edu   Building / Room No: SLN 4000A

Minimum Qualifications & Restrictions

☑ GPA minimum of 3.0 Graduate OR newly admitted students must have a 2.75 or better but not less than 3.0 during last 60 units (90 quarter units); Undergraduate must be in good academic standing

☑ Must show satisfactory progress towards degree

☑ Graduate ISA must be enrolled in at least 4 units, but not more than 12 units.  Exception: 500 courses /Culminating Experience Units; Undergraduate ISA must be enrolled in at least 6 units, but not more than 15 units

☑ Undergraduate ISAs may not be hired as instructor of record

☑ ISAs cannot work more than 20 hours a week (half-time) during the academic year

☑ ISAs must meet hiring department experience and/or course requirements (see below)

General Duties / Responsibilities – Instructional Student Assistants (applicable items marked)

☑ Assist the instructor of record by conducting small discussion groups related to large lecture or television courses

☑ Assist in supervising laboratory periods, workshops, production courses or other course activities

☑ Assist the instructor by handling classroom equipment (projector, slides, etc)

☑ Assist with proctoring tests and entering grades in record maintenance system for course

☑ Clarify course material or course content for students

☐ Develop and operate research equipment for courses

☐ Prepare and care for research materials for courses as directed by instructors

☑ Generally assist faculty in grading student work and examinations

☑ Prepare course materials and aids
Additional Qualifications: (if any)

Special Requirements: (e.g. health clearance; live scan; drug test)