INSTRUCTIONAL STUDENT ASSISTANT (ISA)
UNIT 11 POSITION DESCRIPTION
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Position Information – Information below this line WILL be posted

Department / Program Center: Philosophy
Building: Mendocino Room: 3000 Contact: Kim Dinen
Semester: Fall Year: 2012 Application Deadline: ☐ On-Going*
Position Title: Instructional Student Assistant (ISA)
☐ Single Position Open ☐ Multiple Positions Open
Hours 10 per ☐ Week / ☐ Semester Hourly Pay: $11.83
Position Start Date: 27, August, 2012 Position End Date: 27, January 2013
Hiring Contact Person: Russell Disilvestro Telephone: 278-6766
Email: rdisilv@csus.edu Building / Room No: MND 3030

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)

Peer Mentor/ISA Guidelines
ALC: Living the Good Life
Peer Mentors will be assigned to one of three (50 student) cohorts. Each will be responsible for mentoring, taking attendance, and modeling appropriate academic behavior for their respective cohort.
Protocol for Paid Peer Mentorships (max. 10 hours per week for 15 weeks)

A. Mentoring and Grading
1. Hold office hour weekly in an appropriate and accessible location

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

1. Competence in Critical Thinking and Ethics is preferred.
2. Must have a schedule which allows participation in class activities MWF 8:00am-11:00am (with some flexibility).
3. ISAs must understand and comply with FERPA regulations requiring privacy with respect to student information, including grades.