Instructional Student Assistant (ISA)

Unit 11 Position Description
California State University, Sacramento

Position Information

Department / Program Center: Psychology Department
Building: Amador  Room: 350  Contact: Pat Hughes
Semester: Fall  Year: 2015  Application Deadline: July  On-Going*

Position Title: Instructional Student Assistant (ISA)

☐ Single Position Open  ☐ Multiple Positions Open

Hours 80 per Week / Semester  Hourly Pay: $12.00

Position Start Date: 08/31/2015  Position End Date: 01/19/2016

Hiring Contact Person: Pat Hughes  Telephone: 916-278-6255
Email: pathughes@csus.edu  Building / Room No: AMD 350

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)

Psychology graduate students only

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