

INSTRUCTIONAL STUDENT ASSISTANT (ISA)

UNIT 1 1 POSITION DESCRIPTION CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Employing Department / Program Information – This information will NOT be posted online

Dean / Chair / Coordinator: _____ Ext: _____
Administrative Support Contact: _____ Ext: _____
ISA Direct Supervisor: _____ Title: _____
Hours per week: _____ OR Hours Weekly Range: _____ to _____ OR Hours per Semester: _____
(set number – max. 20 hrs per week) (2 – 5 hour difference – max. 20 hrs per week) (max. 20 hrs per week)

***On-Going Positions** – If hours and / or pay rate are different, please submit separate form for each position.

Position Information – Information below this line WILL be posted

Department / Program Center: _____
Building: _____ Room: _____ Contact: _____
Semester: _____ Year: _____ Application Deadline: _____ On-Going*

Position Title: **Instructional Student Assistant (ISA)**

Single Position Open Multiple Positions Open

Hours _____ per Week / Semester Hourly Pay: _____

Position Start Date: _____ Position End Date: _____

Hiring Contact Person: _____ Telephone: _____

Email: _____ Building / Room No: _____

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)