Position Information

Department / Program Center: Services to Students with Disabilities

Building: Lassen   Room: 1008   Contact: Terry Gomez

Semester: Spring   Year: 2015   Application Deadline: 4/30/15   On-Going

Position Title: Instructional Student Assistant (ISA)

Single Position Open   Multiple Positions Open

Hours 12-16 per Week / Semester   Hourly Pay: $11.50 - $13.50

Position Start Date: 1/26/15   Position End Date: 6/1/15

Hiring Contact Person: Rose Screechfield   Telephone: (916) 278-5273

Email: msrose@csus.edu   Building / Room No: Lassen 2200N

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)

- Must have course appropriate knowledge of undergraduate mathematics as evidenced by a 3.0 grade point average in the calculus series and at least a 2.5 grade point average overall
- Must be able to utilize a number of academic strategies and methods that are helpful when working with a range of disabilities
- Must be able to communicate effectively and work well with others
- No teaching experience necessary, but prior tutoring experience is preferred

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