# Instructional Student Assistant (ISA)

**Position Description**

**California State University, Sacramento**

## Position Information

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<th>Department / Program Center:</th>
<th>Services to Students with Disabilities</th>
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<tbody>
<tr>
<td>Building:</td>
<td>Lassen</td>
</tr>
<tr>
<td>Room:</td>
<td>1008</td>
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<td>Contact:</td>
<td>Terry Gomez</td>
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**Semester:** Spring  **Year:** 2015  **Application Deadline:** 4/30/15

- **Single Position Open**
- **Multiple Positions Open**

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

**Hours** 12-17 per **Week / Semester**

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

**Hiring Contact Person:** Chelsea Dappen  **Telephone:** (916) 278-3482

**Email:** chelsea.dappen@csus.edu  **Building / Room No:** Lassen 2200L

## 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)

- Prefer an English Major or Minor, or graduate student in English
- Must be able to work one-on-one with students while helping them develop, revise, and edit papers for their coursework
- Must have strong knowledge of and experience with college-level English composition (including grammar, spelling, idiom, sentence structure, format, etc.)
- Must be able to communicate issues and strategies relevant to the students' writing needs and communicate with supervisor on a regular basis
- Must be able to keep records of student contacts and complete necessary forms
- Tutoring experience preferred

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