

Instructional Student Assistants (ISA) Application

Submit completed and verified application via EMAIL to the hiring department or program

Semester: Spring Summer Fall Winter Year: _____

Hiring Department/Program Center: _____

Last Name: _____ First: _____ MI _____

Student ID #: _____ Birthday: _____ / _____ / XXXX
Month Day Year

Telephone: _____ Sac State Email: _____

Undergraduate Graduate / Doctorate Major/Program: _____

Are you an international student? NO YES

Will you use Federal Work Study for this position? NO YES → If YES, provide Work Study award letter to department / program unit

Will you be working as an **ISA, Student Assistant, Graduate Assistant** or **Teaching Associate** in any other department?

No Yes → Department & Hours: _____
Students may not work more than 20 hours a week (Fall & Spring only)

Will you be working as a **Temporary Faculty or Staff Employee** in any other department?

No Yes → Academic Student Employees **MAY NOT** be concurrently hired as faculty or staff member.

Do you have prior experience? Attach a separate sheet describing your qualifications for the position **OR** resume / CV.

The information submitted in this application is true and correct to the best of my knowledge.

← Click here to verify Date: _____

Hiring Department/Program Verification

Student OVERALL GPA: _____ Units Enrolled: _____ Continuous Enrollment Documents Submitted

Is the applicant an international student? No Yes → Hiring dept/program must submit a Work Status Verification form to the Int'l Programs & Global Engagement (IPGE) office.

Hours Per Week/Semester: _____ to _____ or _____ or _____
2 - 5 hour difference Set weekly hours Hours per semester Max. of 20 hrs a week during the Spring & Fall semesters.

ISA reports to (staff/faculty): _____ Ext: _____

Chair/Unit Admin: I verify that the student meets the following requirements (check off boxes):

- Unit Req - Graduate Students: 4-12 units / Undergraduate Students: 6 - 15 units
- GPA (overall) - Graduate Students: 3.0+ GPA / Undergraduate Students: 2.50 GPA

AND that our department/program acknowledges the following (check boxes):

- Work dates on Personal Transaction Form (PTF) are current & accurate (actual work dates)
- New Applicants** - Student is NOT approved to start working until all hiring paperwork has been submitted to student HR office.

Will this student be the instructor of record for the assigned course as an ISA? No Yes

We are recommending this student for employment as an Instructional Student Assistant for the semester indicated.

Chair / Unit Administrator

Dept.

Ext.

Signature

↓ For Office of Graduate Studies use ONLY ↓

Approve Denied

Dean Signature / Office of Graduate Studies

Date

2020 May