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# English Department & Writing Programs

## Student Job Opportunities

### Spring 2024

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**Completed applications are due by 4:00pm, Thursday, November 16, 2023 by email to [engl@csus.edu](mailto:engl@csus.edu). Late or incomplete materials will not be considered.**

The University sets minimum eligibility requirements for all student employees, which are outlined at the end of this call. The English Department has additional requirements for each of the positions, which are described in the individual job descriptions. Only students who meet these requirements will be eligible. Positions are semester appointments only. Please Note: Positions are also subject to availability and budget restraints. Per university policy, the English Department reserves the right to withdraw appointments once extended.

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### UNREPRESENTED POSITIONS

#### Student Clerical Assistant (SCA):

Working as a part of a team under the direct supervision of Prof. Hellen Lee to provide clerical assistance in administrative duties. Applicants must be able to type quickly; perform data entry in MS Excel and Canvas; record and keep accurate records; handle, sort, and file documents, electronically and paper; transcribe handwritten and verbal notes; take accurate and complete notes at meetings; assist with revising and drafting reports and other documents; edit and proofread accurately; and perform other clerical tasks as assigned.

Qualifications include excellent spelling, grammar, and punctuation; ability to maintain strict confidentiality; proficiency in Microsoft Word, Excel, PowerPoint, Canvas, and other standard software (additional training may be provided for the right candidate); careful attention to details; ability to meet deadlines, and ability to work independently, with supervision, and as part of a team. Prior clerical experience preferred, but not required.

#### Eligibility:

- Open to undergraduate and graduate students
- Must meet the minimum university requirements for student employment outlined at the end of this document

**Pay:** \$19.00 per hour; 5 to 15 hours per week, scheduled around student's courses each semester.\*

**Reappointment:** Must reapply annually.

**How to apply:** Submit a Department Application, resumé, cover letter, two references (name, relationship, and contact information only), a copy of your unofficial transcripts, and a 5- to 6-page writing sample. Applicants may be required to interview.

\*Final determination of time base or weekly hours will be based on program need.

°Position is part of Bargaining Unit 11.

## REPRESENTED POSITIONS (Unit 11)

### 1X Tutorial Instructor (ISA)

ENGL 1X Tutors conduct small group tutorials for students in first year composition (ENGL 10/11, 10M/11M, 5, or 5M) and ENGL 20 classes. Tutors choose, prepare, and conduct tutorials and attend staff meetings. Tutors assign Canvas modules, respond to student writing, and facilitate online workshops. Tutors attend a mandatory four-hour training each semester and one-hour meetings each week.

**Eligibility and Pay:**

Please find more information in the attached job description. \* °

**Reappointment:** Students must reapply each semester but may be rehired for up to two consecutive semesters. After two semesters, students may reapply, but preference will be given to new applicants.

**How to apply:** Submit both a Department Application (with required attachments) and an ISA University application.

**Forms available here:** <https://www.csus.edu/college/arts-letters/english/employment.html>

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### 109X Tutorial Instructor (ISA):

ENGL 109X Tutors lead writing tutorials for groups of 15 students who are concurrently taking upper-division Writing Intensive courses or pre-Writing Intensive courses (ENGL 109M or 109W). Each week, tutors choose, prepare, and conduct tutorials and attend staff meetings. Tutors assign Canvas modules, respond to student writing, and facilitate online workshops. Tutors attend a mandatory four-hour training each semester and one-hour meetings each week.

**Eligibility and Pay:**

Please find more information in the attached job description. \* °

**Reappointment:** Students must reapply each semester but may be rehired for up to two consecutive semesters. After two semesters, students may reapply, but preference will be given to new applicants.

**How to apply:** Submit both a Department Application (with required attachments) and an ISA University Application.

**Forms available here:** <https://www.csus.edu/college/arts-letters/english/employment.html>

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### Graduate Facilitator for Large Lecture Classes (ISA) ENGL 40A and ENGL 50A:

Working under the direct supervision of a professor of a large-lecture course to provide instruction support, Graduate Facilitators must have knowledge of the subject matter of the course in which

they are assigned and must be able to grade assignments and exams, keep accurate records, and lead review sessions and/or small discussion sections. Other duties may include, but are not limited to, preparing materials for class, holding office hours, and attending lectures and staff meetings. The large-lecture courses for Spring will be 40A (Introduction to British Literature 1) and 50A (Introduction to American Literature I).

**Eligibility and Pay:**

Please find more information in the attached job description. \* °

**Reappointment:** Appointments are made for a specific course each semester, are not transferrable, and are contingent on funding.

**How to apply:** Submit both a Department Application (with required attachments) and an ISA University application.

**Forms available here:** <https://www.csus.edu/college/arts-letters/english/employment.html>

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## Teaching Associate (TA):

TA positions offer graduate students experience with teaching first-year composition courses. TAs teach one section of ENGL 5 (Accelerated Academic Literacies). TAs receive training and mentoring to support their teaching as they serve as instructors of record for their section of ENGL 5.

**Eligibility and Pay:**

Base Pay: \$3135 per month; Time Base: 0.20; Estimated pay: \$627.00 per month. Please find more information in the attached job description. \* °

**Reappointment:** Students must reapply each semester but may be rehired for up to three consecutive semesters, after which they are only eligible should the need arise. First-semester (new) TAs may hold additional positions within the department during their first semester, however, combined appointments may not exceed 8 hours a day or 20 hours a week across all positions held. TAs who hold additional positions must also ensure that those other positions do not conflict with mandatory pre-semester training or staff meetings or with their responsibilities to teach their course.

**How to apply:** Submit both a Department Application (with required attachments) and an TA/GA University application.

**Forms available here:** <https://www.csus.edu/college/arts-letters/english/employment.html>

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## University Reading & Writing Center Graduate Associate Coordinator (GA):

Graduate Associate Coordinators assist in the coordination of face-to-face, synchronous, and asynchronous tutoring in the University Reading & Writing Center (CLV 128) under the supervision of the Writing Center Coordinator.

**Eligibility and Pay:**

Base Pay: \$2943.00 per month; Time Base: 0.25; Estimated pay: \$735.75 per month. Please find more information in the attached job description. \* °

\*Final determination of time base or weekly hours will be based on program need.

°Position is part of Bargaining Unit 11.

**Reappointment:** Students must reapply each semester but may be hired for up to two consecutive semesters. After two semesters, students may reapply, but preference will be given to new applicants.

**How to apply:** Submit both a Department Application (with required attachments) and an TA/GA University application.

**Forms available here:** <https://www.csus.edu/college/arts-letters/english/employment.html>

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## University Reading & Writing Center Tutor (ISA):

Tutors conduct one-to-one, face-to-face, synchronous, and asynchronous online tutoring on reading and writing the University Reading & Writing Center (CLV 128).

### Eligibility and Pay:

Please find more information in the attached job description. \* °

**Reappointment:** Students must reapply each semester but may be rehired for up to three consecutive semesters. After three semesters, students can reapply, but preference will be given to new applicants.

**How to apply:** Submit both a Department Application (with required attachments) and an ISA University application.

**Forms available here:** <https://www.csus.edu/college/arts-letters/english/employment.html>

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## University Minimum Eligibility Requirements for Student Employment

	Undergraduate Students	Graduate Students
Matriculation	<ul style="list-style-type: none"><li>• Enrolled in a Sac State degree program (not including Open University).</li><li>• Sac State employees are not eligible.</li></ul>	<ul style="list-style-type: none"><li>• Enrolled in a Sac State degree program (not including Open University).</li><li>• Sac State employees are not eligible.</li></ul>
Enrollment	<ul style="list-style-type: none"><li>• Enrolled in 6-15 units.</li></ul>	<ul style="list-style-type: none"><li>• Enrolled in 4-12 units, or</li><li>• Enrolled in a culminating experience course (ENGL 500, 500C, or 598T), or paid fees for continuous enrollment (ENGL 599).</li></ul>
GPA	<ul style="list-style-type: none"><li>• Minimum 2.5 GPA<ul style="list-style-type: none"><li>◦ 2.25 for newly admitted students</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Minimum 3.0 GPA<ul style="list-style-type: none"><li>◦ 2.75 for newly admitted students (TA/GA positions)</li><li>◦ 2.5 for newly admitted students (ISA</li></ul></li></ul>

\*Final determination of time base or weekly hours will be based on program need.

°Position is part of Bargaining Unit 11.

		positions)
<b>Incomplete Grades</b>	<ul style="list-style-type: none"> <li>• Must satisfy any incomplete 'I' grades two weeks prior to the beginning of the semester for which they are hired.</li> </ul>	<ul style="list-style-type: none"> <li>• Must satisfy any incomplete 'I' grades two weeks prior to the beginning of the semester for which they are hired.</li> </ul>
<b>International Students</b>	<ul style="list-style-type: none"> <li>• International students must meet certain visa requirements to be eligible to work on campus.</li> </ul>	<ul style="list-style-type: none"> <li>• International students must meet certain visa requirements to be eligible to work on campus.</li> </ul>

To ensure enrollment requirements are met, applicants are advised to enroll during the early registration period. The Department will not be allowed to hire students who do not meet the above requirements.

# INSTRUCTIONAL STUDENT ASSISTANT (ISA)

## ACADEMIC STUDENT EMPLOYEE / UNIT 11 POSITION DESCRIPTION CALIFORNIA STATE UNIVERSITY, SACRAMENTO

The classification for Instructional Student Assistants is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff

### Position Information

Department / Program Center: English / 1X Tutor

Semester: Spring Year: 2024 Application Deadline: Nov 10, 2023 ☐ Continuously Hiring\*

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

☐ Single Position Open

☐ Multiple Positions Open

Hours: 3-8 per ☒ Week / ☐ Semester

Hourly Pay: \$16.20

Position Start Date: January 17, 2024

Position End Date: May 22, 2024

Hiring Contact Person: Hellen Lee

Telephone: (916) 278 - 6586

Email: engl-asc@csus.edu

Building / Room No: CLV 103

\*Contact department for details

### 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 successfully completed or concurrently enrolled in ENGL 195A/410A or have equivalent tutoring experience and/or recommendation letter that speaks to tutoring experience.
- Familiarity with the basic function of the Canvas learning management system
- Must be available to attend pre-semester tutor training and regular staff meetings during the semester

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

**\*\*Exceptions may be granted at the sole discretion of the University.**

**Fair Labor Standards Act (FLSA)**

This position is non-exempt, (eligible for overtime compensation) according to the Fair Labor Standards Act.

**Equal Employment Opportunity**

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit <http://www.csus.edu/hr/departments/equal-opportunity/index.html>

The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information on mandatory training for new employees, visit <http://www.csus.edu/hr/departments/equal-opportunity/Information%20for%20Job%20Applicants.html>

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Campus Fire Safety Right-To-know Act Notification. For additional information, visit <http://www.csus.edu/aba/police/>

**Background Check**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

**Child Abuse and Neglect Report**

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in the California State University Executive Order 1083 as a condition of employment.

# INSTRUCTIONAL STUDENT ASSISTANT (ISA)

## ACADEMIC STUDENT EMPLOYEE / UNIT 11 POSITION DESCRIPTION CALIFORNIA STATE UNIVERSITY, SACRAMENTO

The classification for Instructional Student Assistants is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff

### Position Information

Department / Program Center: English / 109X Tutor

Semester: Spring Year: 2024 Application Deadline: Nov 10, 2023 ☐ Continuously Hiring\*

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

☐ Single Position Open

☐ Multiple Positions Open

Hours: 3-8 per ☒ Week / ☐ Semester

Hourly Pay: \$16.20

Position Start Date: January 17, 2024

Position End Date: May 22, 2024

Hiring Contact Person: Hellen Lee

Telephone: (916) 278 - 6586

Email: engl-asc@csus.edu

Building / Room No: CLV 103

\*Contact department for details

### 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)

- Have equivalent tutoring experience and/or recommendation letter that speaks to tutoring experience
- Must be available to attend pre-semester tutor training and regular staff meetings during the semester
- Familiarity with the basic function of the Canvas learning management system
- Must have successfully completed one of the following:
  - ENGL 195A/410A
  - Undergraduate applicants only: General Education Writing Intensive course with a grade of B or higher, or concurrently enrolled
  - Graduate applicants only: ENGL 220A, or completion or concurrent enrollment in graduate-level GVAR



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

**\*\*Exceptions may be granted at the sole discretion of the University.**

**Fair Labor Standards Act (FLSA)**

This position is non-exempt, (eligible for overtime compensation) according to the Fair Labor Standards Act.

**Equal Employment Opportunity**

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit <http://www.csus.edu/hr/departments/equal-opportunity/index.html>

The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information on mandatory training for new employees, visit <http://www.csus.edu/hr/departments/equal-opportunity/Information%20for%20Job%20Applicants.html>

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**Background Check**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

**Child Abuse and Neglect Report**

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in the California State University Executive Order 1083 as a condition of employment.

# GRADUATE ASSISTANT (GA)

## ACADEMIC STUDENT EMPLOYEE / UNIT 11 POSITION DESCRIPTION CALIFORNIA STATE UNIVERSITY, SACRAMENTO

The classification for Graduate Assistant is one of three classifications in a collective bargaining unit, Unit 11. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or programs in which the Graduate Assistant is doing graduate work.

### Position Information

**Department:** Reading and Writing Center Graduate Associate Coordinator

Semester: Spring Year: 2024 **Application Deadline:** Nov 10, 2023 ☐ Continuously Hiring\*

Hours Per Week: 10 Monthly Pay: Est. \$735.75

Position Start Date: February 1, 2024 Position End Date: May 17, 2024

Hiring Contact Person: Hellen Lee Telephone: (916) 278 - 6586

Email: engl-asc@csus.edu Building / Room No: CLV 103

\*Contact department for details

### Minimum Qualifications & Restrictions

- ✓ **GPA minimum of 3.0** OR *newly admitted students* must have a 2.75 or better but not less than 3.0 during last 60 units (90 quarter units)
- ✓ **Credential students are not eligible**
- ✓ Must be enrolled in at least 6 units, but not more than 12 units. *Exception:* 500 courses / Culminating Experience
- ✓ Must show satisfactory progress towards degree
- ✓ Cannot be hired for more than half-time during the academic year
- ✓ Must be classified or conditionally classified in a graduate degree program
- ✓ Hiring department must be closely related to graduate degree program

### General Duties / Responsibilities – Graduate Assistants (mark applicable items)

- ☐ Assist in the instruction of students by conducting small discussion groups related to large lecture, television courses and the like
- ☒ Supervise laboratory periods, workshops, production courses or other course activities
- ☐ Assist instructor by handling equipment
- ☐ Perform demonstrations related to instruction
- ☒ Maintain office hours to provide direct individual contact between students and graduate assistant
- ☒ Clarify course material or course content for students
- ☒ Provide assistance to faculty conducting authorized research by collecting and arranging data
- ☒ Summarize reports for faculty or program center personnel
- ☐ Search the literature and compile bibliographies
- ☐ Develop and operate research equipment
- ☐ Prepare and care for research materials

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- ☐ Assist in the conduct of experiments, etc.
- ☒ Assist faculty in evaluating student work and examinations
- ☒ Prepare course materials and aids under the direction of the faculty supervisor
- ☒ Perform other functions requiring knowledge and background beyond that generally possessed by undergraduate students

**Additional Qualifications\*\*:** (if any)

- Must not be a TA teaching ENGL 5 for the first time
- Must have successfully completed ENGL 195A/410A
- Must be available for staff orientation in the beginning of the semester
- Must be dependable for ten hours per week of work
- Must be fluent with using Zoom, Canvas and Google Products
- Must be able to handle confidential information and willing to be FERPA trained.
- Must be able to work on campus and manage multiple tasks simultaneously



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

**\*\*Exceptions may be granted at the sole discretion of the University.**

**Fair Labor Standards Act (FLSA)**

This position is non-exempt, (eligible for overtime compensation) according to the Fair Labor Standards Act.

**Equal Employment Opportunity**

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It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit <http://www.csus.edu/hr/departments/equal-opportunity/index.html>

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**Background Check**

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**Child Abuse and Neglect Report**

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# INSTRUCTIONAL STUDENT ASSISTANT (ISA)

## ACADEMIC STUDENT EMPLOYEE / UNIT 11 POSITION DESCRIPTION CALIFORNIA STATE UNIVERSITY, SACRAMENTO

The classification for Instructional Student Assistants is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff

### Position Information

Department / Program Center: English / Large-Lecture Graduate Facilitator

Semester: Spring Year: 2024 Application Deadline: April 7, 2023 ☐ Continuously Hiring\*

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

☐ Single Position Open

☐ Multiple Positions Open

Hours: 80 per ☐ Week / ☒ Semester

Hourly Pay: \$16.20

Position Start Date: January 22, 2024

Position End Date: May 22, 2024

Hiring Contact Person: Hellen Lee

Telephone: (916) 278 - 6586

Email: engl-asc@csus.edu

Building / Room No: CLV 103

\*Contact department for details

### 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 be fully classified graduate students pursuing the MA in English or MA in TESOL
- Students may be required to enroll in English 410F.

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

**\*\*Exceptions may be granted at the sole discretion of the University.**

**Fair Labor Standards Act (FLSA)**

This position is non-exempt, (eligible for overtime compensation) according to the Fair Labor Standards Act.

**Equal Employment Opportunity**

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**Background Check**

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**Child Abuse and Neglect Report**

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# TEACHING ASSOCIATE (TA)

## ACADEMIC STUDENT EMPLOYEE / UNIT 11 POSITION DESCRIPTION CALIFORNIA STATE UNIVERSITY, SACRAMENTO

The classification for **Teaching Associate** is one of three classifications in a collective bargaining unit, Unit 11. The Teaching Associate classification provides currently enrolled or admitted University graduate students practical teaching experience in fields related to their advanced study.

### Position Information

**Department:** English/Teaching Associate for ENGL 5

Semester: Spring Year: 2024 **Application Deadline:** Nov 10, 2023 ☐ Continuously Hiring\*

Hours Per Week: 8 Monthly Pay: Est. \$627

Position Start Date: January 17, 2024 Position End Date: May 22, 2024

☒ **Pool Position** — This is an on-going, as-needed, pool of temporary Teaching Associate candidates. As departmental temporary needs are identified, this pool will be reviewed periodically to obtain potential candidates. If selected, candidates will be contacted directly by the hiring officials to arrange an interview. Applications submitted will be good for **one** semester.

Hiring Contact Person: Hellen Lee

Telephone: (916) 278 - 6586

Email: engl-asc@csus.edu

Building / Room No: CLV 102

\*Position will stay open throughout the year. Contact department for details

### Minimum Qualifications & Restrictions

- ✓ **GPA minimum of 3.0** OR *newly admitted students* must have a 2.75 or better but not less than 3.0 during last 60 units (90 quarter units)
- ✓ **Credential students are not eligible**
- ✓ Must show satisfactory progress towards degree
- ✓ Must be classified or conditionally classified in a graduate degree program
- ✓ Must be enrolled in at least 6 units, but not more than 12 units. *Exception: 500 courses / Culminating Experience*
- ✓ Hiring department & student's major should be the same

### General Duties / Responsibilities – Teaching Associates (applicable items marked)

- ☒ Responsible for instruction of students (under supervision of tenured or tenure track faculty member)
- ☒ Assign students instructional activities and exercises
- ☒ Prepare course materials and aids
- ☒ Administer examinations
- ☒ Assess student performance and evaluate student work and examinations
- ☒ Maintain office hours to provide direct individual contact between students and Teaching Associate
- ☒ Clarify course material or course content for students
- ☐ Tutor students
- ☒ Determine course grades
- ☒ Incumbents may assist faculty with field experience, supervision, simulation exercises and /or research projects.

- ☒ Incumbents in Range A are designated to teach courses at the lower division level.
- Equivalent to **OR** completion of the requirements for a bachelor's degree and concurrent admission to **OR** enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.
- ☐ Incumbents in Range B are designated to teach courses at the lower and / or upper division level.
- Equivalent to **OR** completion of the requirements for a master's or doctorate degree and concurrent admission to **OR** enrollment in a doctoral degree program of the university that is related to the discipline to which the individual is assigned. One academic year of full-time doctoral study, with successful completion of all requirements, may be substituted for the master's degree requirement.

**Additional Qualifications\*\* (if any)**

- Must have successfully completed one of the following: ENGL 220A or ENGL 215B
- Must be available to attend pre-semester training and regular staff meetings

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

**\*\*Exceptions may be granted at the sole discretion of the University.**

**Fair Labor Standards Act (FLSA)**

This position is non-exempt, (eligible for overtime compensation) according to the Fair Labor Standards Act.

**Equal Employment Opportunity**

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit <http://www.csus.edu/hr/departments/equal-opportunity/index.html>

The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information on mandatory training for new employees, visit <http://www.csus.edu/hr/departments/equal-opportunity/Information%20for%20Job%20Applicants.html>

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Campus Fire Safety Right-To-know Act Notification. For additional information, visit <http://www.csus.edu/aba/police/>

**Background Check**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

**Child Abuse and Neglect Report**

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in the California State University Executive Order 1083 as a condition of employment.

# INSTRUCTIONAL STUDENT ASSISTANT (ISA)

## ACADEMIC STUDENT EMPLOYEE / UNIT 11 POSITION DESCRIPTION CALIFORNIA STATE UNIVERSITY, SACRAMENTO

The classification for Instructional Student Assistants is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff

### Position Information

Department / Program Center: English/Reading and Writing Center Tutor

Semester: Spring Year: 2024 Application Deadline: Nov 10, 2023 ☐ Continuously Hiring\*

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

☐ Single Position Open ☒ Multiple Positions Open

Hours: 4-9 per ☒ Week / ☐ Semester Hourly Pay: \$16.20

Position Start Date: February 1, 2024 Position End Date: May 17, 2024

Hiring Contact Person: Hellen Lee Telephone: (916) 278 - 6586

Email: engl-asc@csus.edu Building / Room No: CLV 103

\*Contact department for details

### 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 successfully completed ENGL 195A/410A
- Must be able to work responsibly and independently with students face-to-face and online
- Must be dependable during scheduled shifts and comply with Writing Center policies
- Must be able to work in the Writing Center for face-to-face and online tutoring
- Must be available for staff orientation during the beginning of the semester
- Must be comfortable with Zoom, Canvas, and Google products.

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

**\*\*Exceptions may be granted at the sole discretion of the University.**

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