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: Fall Year: 2023 **Application Deadline**: April 7, 2023 ☐ Continuously Hiring*

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

☐ Single Position Open ■ Multiple Positions Open

Hours: 1-10 per ■ Week / ☐ Semester Hourly Pay: $16.20

Position Start Date: September 5, 2023 Position End Date: December 8, 2023

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.**

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.