

# Instructional Student Assistant (ISA)\*

**\*Support Instruction Impacted by Coronavirus**

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:** Doctorate in Educational Leadership

**Hiring Semesters / Year:** Spring 2021 • Summer 2021 • Fall 2021

**Application Deadline:** \_\_\_\_\_  **Continuously Hiring\***

**Hours Per Week:** 1-20 (TBA) **Hourly Pay:** \$15.00 - \$17.00

**Position Start Date:** Continuously Hiring / TBA

**Position End Date:** Spring 2021: 05/30/2021 • Summer 2021: 08/29/2021 • Fall 2021: 01/23/2022

**Hiring Contact Person:** Tina Weekley **Email:** tina.weekley@csus.edu

\*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

## General Duties & Responsibilities – Instructional Student Assistants (applicable items marked)

- Assist the instructor of record by conducting small discussion groups related to large lecture or virtual / online courses.
- Assist in supervising laboratory periods, workshops, production courses or other course activities
- Assist the instructor by handling classroom equipment (e.g. projector, slides, etc.)
- Assist with proctoring tests and entering grades in record maintenance system for course
- Clarify course material or course content for students, as directed by faculty
- Generally assist faculty in grading student work and examinations

## Special Requirements

As a result of the Covid-19 pandemic, faculty have experienced significant changes to the delivery of instruction due to the coronavirus. To help mitigate these impacts, we are hiring additional Instructional Assistants to support instruction impacted by the coronavirus; these additional ISA positions will provide support for faculty members to deliver instruction due to changes related to the coronavirus.

We have amended our modes of instruction due to the coronavirus to the following modes of instruction that will be supported by Covid-ASE / Unit 11 hires:

**HerkyFlex** - Enables students to choose between two modes of instruction, in-person, or synchronous on/line. This is a modification of the HyFlex format. Each class section and learning activity will be offered in-person in an on-campus classroom and simultaneously online. All instruction takes place at a pre-determined scheduled time.

**HyFlex** - Enables students to choose between three modes of instruction, in person, online synchronous, or online asynchronous. Students have a choice about how they will engage in their learning: they can choose to attend the real-time on-campus class session, attend the real-time class session via Zoom, or they can choose to take the class fully asynchronously. Ideally, students are able to choose which format they prefer for each scheduled class session.

**Blended** – Course includes In-Person AND Synchronous Online meeting times required.

**Hybrid** - Meets partially online and partially in person. Some class meetings are held in person as scheduled and the remainder of the class is conducted online synchronously or asynchronously. Refer to the course syllabus for details. Internet access required.

**Synchronous (synch)** - Meets in real time at designated scheduled meeting days and times.

**Asynchronous (asynch)** - Does not have designated scheduled meeting days and times. Students complete class activities and assignments as detailed in the course syllabus.

### 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.