

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: _____

Position: _____ Position Number: _____

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 Only F-1 and J-1 students are eligible to work on-campus while attending classes.

Will you use Federal Work Study for this position? NO YES

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 Unit Verification

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

Is the applicant an international student? No Yes → Only J-1 and F-1 students are eligible to work on-campus while attending classes.

Hours Per Week / Semester (Choose One): _____ to _____ OR _____ OR _____
Span of hours cannot exceed 2-5 hour difference, (i.e. 5-10, 15-20, 2-7) 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):

- Students are NOT approved to start working until they have signed and returned their offer letter to Student HR.

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.

Electronic Signatures Accepted

 Chair / Unit Administrator Dept. Ext. Signature