

Instructional Student Assistant (ISA)

Hour Range

Departments may use **one** (1) of the following to assign hours to ISAs, as set forth by the Office of Human Resources:

Weekly Hour Range – Departments / programs may assign a range of hours per week for ISAs only. The range cannot have a greater difference than 3 – 5 hours per week (e.g. 17 – 20, 10 – 15, 5 – 9)

- The department / program will be obligated to employ an ISA **every week** for the minimum number of hours

- OR -

Set Number of Hours per Week - Departments may indicate a set number of hours per week (e.g. 5, 9, 20)

- The hiring department / program will be obligated to employ the ISA **every week** during the semester for the *number of hours* assigned for the semester

- OR -

Set Number of Hours per Semester - Departments may assign a set number of hours for the **entire** semester (e.g. 200, 100, 145)

- Students must have worked **all** of the hours assigned by a department / program by the end date noted on the PTF
- **A range of hours cannot be set for a semester**

IMPORTANT NOTES

- Students may not work more than 20 hours a week while school is in session (fall & spring only)
- **Summer & Winter:** Students may work upwards of 40 hours a week (unless the student is enrolled in courses). *Summer Bridge does not apply.*
- If a student is working other on-campus positions (i.e. Teaching Associate, Graduate Assistant, or Instructional Student Assistant) the combined total of hours must not exceed **20 hours per week**
- Offers of appointment for Instructional Student Assistant **may be condition based** on the budget and enrollment. *This does not apply to Graduate Assistants and Teaching Associates*
- ISAs **must submit** an Absence and Excess Hours Worked Report to your department Master Time Keeper. Timesheets are due at the first of each month. Please see your Master Timekeeper for submission deadlines. Pay is disbursed on the 10th of each month for ISAs

Updated: Nov 2008