

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: Women's Studies

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: Moni Sujatha **Email:** smoni@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: