

Instructional Student Assistant (ISA)*

***Support Instruction Impacted by Coronavirus**

Academic Student Employee (ASE) / Unit 11 Position Description

California State University, Sacramento

Fill out this form and submit along with the ASE Personnel Transaction Form (PTF) and ASE (Unit 11) student application.

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

Student Employee (name): _____ Date: _____

Department: _____ Working Title: _____

Start Date: _____ End Date: _____

Supervisor: _____

General Duties / Responsibilities (mark applicable items)

Please describe the major duties and responsibilities of the position, and provide a best estimate of the percentage of time spent on each area of responsibility.

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

The supervisor will perform class observations. Yes No

Instructional Student Assistants are non-exempt employees. CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.