

Job #: 145

Date Posted/Updated: 04/20/2020

Hiring Department/Unit: Learning Center (Writing Studio)	Application Deadline: ongoing
Term of Appointment: Fall 2020	Positions Available <input checked="" type="checkbox"/> Multiple <input type="checkbox"/> Single
Hours of Appointment: 0-20 hours/week	Is this position designated as sensitive under the CSU Background Check guidelines?
Pay Rate: \$14.00/hour	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

Overview:

Under supervision, Instructional Student Assistants (ISAs) in this classification perform teaching, grading and/or tutoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. The work may be performed on-campus or at an off-campus public agency or private non-profit organization under an agreement with a campus in the CSU system. Students applying for ISA positions must be admitted or registered as a CSU student. Academic Student Employees may not concurrently hold a faculty or staff position. Students with assignments in more than one student classification (i.e., Teaching Associate, Graduate Assistant, and Student Assistant) are restricted to working a maximum of 20 hours per week during the academic year and up to full-time during academic break periods. The 20 hour per week maximum includes hours worked in all positions. See Classification Standards for more information: <http://www.humboldt.edu/aps/ase.html>.

Job Duties:

Instructional Student Assistants (ISAs) will serve as Peer Writing Consultants and will work primarily in the Writing Studio. They will work one-to-one, in small groups, and/or online with students on academic writing, revising and editing in any subject area. ISAs work with students to identify areas of a piece of writing that would benefit from revision, and assist the student's efforts to strengthen the overall paper, rather than proof-reading or making changes for the student. ISAs may also be assigned to present writing workshops to peers and/or perform classroom outreaches. They may mentor new ISAs. Other ISA responsibilities include greeting students, scheduling, data entry, straightening up, opening/closing down Studio, writing post-session notes, and informing supervisor of shift changes or any problems encountered. Duties that enhance the operations of the Studio may also be assigned. They may work in the Library when the Writing Studio is closed. Regular, paid meetings are mandatory. ISAs will be evaluated through supervisor observations and evaluation as well as Writing Studio user feedback forms. Writing Studio sessions may be audio/video recorded for training and/or program assessment purposes.

Minimum Qualifications for this Classification:

Knowledge and Abilities: Instructional Student Assistants must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor a course.

Special Qualifications: Admission or registration as an HSU student is required. On-Campus or Off-Campus Work-Study Instructional Student Assistants must meet the eligibility requirements of the Federal Work-Study Program, as determined by the campus' financial aid office.

Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.

Department Hiring Criteria:

Students must be in good academic standing and have completed first-year composition courses or equivalent with a grade of B or better and enroll in and complete English 450: Tutoring Developing Writers or its equivalent. Substantial experience as a tutor and/or equivalent coursework (upper division coverage) may partially substitute for English 450 pre-requisite if the student enrolls in English 450. Students must have demonstrated a high level of writing competence as verified by recommendations from prior employers or faculty members and/or writing samples. Priority is given to applicants continuing employment who have demonstrated their ability to work effectively with diverse students and faculty on campus (supported by faculty/supervisor and Writing Studio user evaluations) and who demonstrate professionalism, engagement, and growth. For first-time hires, priority is given to students who have at least one academic year left at HSU. Applicants with a demonstrated ability to work with a diverse student population also are preferred.

How to Apply and Contact Information:

Please submit the following application materials:

Statement of Interest Resume/CV [Application for Academic Employment](#) [Supplemental Application for Employment](#)

Other:

- Writing Sample: Writing Studio-Consultant/Fellow Applicants MUST submit (via Interfolio - upload as an additional document) a writing sample from a recent college course. Analytical and/or argumentative writing only. If you choose a lab report, be sure to include sections that show your analytical writing (i.e., Introduction and/or Discussion). 10 pages max.
- Learning Center Application: via Interfolio
- Current Academic Transcripts
- Current Schedule of Availability (weekly course schedule)

Please submit application materials listed above via Interfolio using this link: <https://apply.interfolio.com/75954>

All application materials should be submitted via Interfolio.

For more information, please contact Dr. Jessica Citti, Coordinator, jessica.citti@humboldt.edu, 707-826-5188.

Procedures for Notification:

Applicants awarded a position will be notified in person, by email, or by telephone.

A background check must be completed satisfactorily before any candidate can be offered a position that is designated as sensitive under CSU guidelines. The background check will include, at a minimum, a criminal records check. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU student workers who apply for the position. All CSU employees are obligated to respond to and report incidents of sexual harassment and sexual violence. The successful candidate for this position will be mandated to receive relevant training on an annual basis. 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 CSU Executive Order 1083 as a condition of employment.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. If accommodations need to be made during the recruitment and interview process, please contact Human Resources at (707) 826-3626 or hsuhr@humboldt.edu.