

Job #: 149

Date Posted/Updated: 12/16/2020

Hiring Department/Unit: Environmental Science &amp; Management Application Deadline: Open until filled

Term of Appointment: Ongoing Positions Available  Multiple  Single

Hours of Appointment: Up to 20 hrs./wk. Is this position designated as sensitive under the CSU Background Check guidelines?

Pay Rate: \$15.00/hour (Effective Spring 2021)  No  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:**

Grading homework, tests and/or papers, perform individual and/or group tutoring. Courses which may need Instructional Student Assistants are ESM 105 (formerly EMP 105), ESM 210 (formerly EMP 210), ESM 215 (formerly EMP 215), ESM 303, ESM 305 (formerly EMP 305), ESM 309B (formerly EMP 309B), ESM 308 (formerly ENVS 308), ESM 370 (formerly ENVS 370), ESM 425 (formerly EMP 425), ESM 302, GSP 270, and GSP 330.

**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:**

Successful completion of course in which ISA is needed.

**How to Apply and Contact Information:**

Please submit the following application materials:

- Letter of Application     Resume/CV     [Application for Academic Employment](#)     [Supplemental Application for Employment](#)
- Other:

Please submit application materials listed above to:

Environmental Science & Management Department Chair c/o Department Administrative Coordinator  
Danielle Trapkus via email: [Danielle.Trapkus@humboldt.edu](mailto:Danielle.Trapkus@humboldt.edu).

**Procedures for Notification:**

Only the applicants awarded the positions will be notified and asked to complete and submit an Employee Action Request Form (EAR), Employee Information Form (EIF), and Employment Eligibility Verification Form (I-9) to Human Resources.

*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](mailto:hsuhr@humboldt.edu).*