

Job #: 151

Date Posted/Updated: 04/30/2021

Hiring Department/Unit:	Environmental Resources Engineering	Application Deadline:	ongoing/open until filled
Term of Appointment:	Open/Ongoing	Positions Available	<input checked="" type="checkbox"/> Multiple <input type="checkbox"/> Single
Hours of Appointment:	Variable; no more than 20 hours/week	Is this position designated as sensitive under the CSU Background Check guidelines?	
Pay Rate:	\$15.00/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:

Provide in-class assistance to students in undergraduate ENGR courses and/or grade homework and other assignments outside of class time. For ISAs providing in-class lab assistance, "in-class" may mean virtual or face-to-face, depending on how the class is being offered. For face-to-face, in-class ISAs, course instructor may request help monitoring students who are attending virtually.

Courses that may need ISAs include, but are not limited to: ENGR 115, ENGR 210, ENGR 211, ENGR 215, ENGR 225, ENGR 305, ENGR 308, ENGR 311, ENGR 322, ENGR 325, ENGR 326, ENGR 330, ENGR 331, ENGR 333, ENGR 351, ENGR 416, and ENGR 440.

### 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:**

Applicants should have successfully completed the course in which they will be assisting, and/or have knowledge of the material and of computer applications used in the course, as applicable. Applicants must have a minimum overall GPA of 2.5 and a minimum GPA of 2.5 during the semester prior to being hired. In addition, Instructional Student Assistants must maintain a minimum GPA of 2.5 during each semester worked in order to be eligible for work in subsequent semesters. Preference will be given to current ERE undergraduate majors and to Environmental Systems graduate students.

**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:

As part of your application, please complete the class preference form at the following link to indicate the classes you are interested in/qualified for:

<https://forms.gle/cTNSuUatd43DioCi7>

Please submit application materials listed above to:

[engineering@humboldt.edu](mailto:engineering@humboldt.edu)

**Procedures for Notification:**

Applicants selected for hire will be notified by the course instructor.

*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).*