

Job #: 154

Date Posted/Updated: 06/15/2020

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| Hiring Department/Unit: | World Languages & Cultures | Application Deadline: | Open until filled |
| Term of Appointment: | Semester | Positions Available | <input checked="" type="checkbox"/> Multiple <input type="checkbox"/> Single |
| Hours of Appointment: | Varies, up to 10 hours per 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 will work with one of our language programs (Chinese, French, German, or Spanish) to:

0-50% --- Provide direct support to instructional activities, both in the classroom and outside the classroom, as needed.

50-100% --- Function as a multi-level tutor for students, in groups and/or individually: requires attention to detail.

Job duties will be adjusted as needed.

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:

Language proficiency level equal to intermediate/advanced and above (this is a minimum of four semesters of college-level language courses). No previous experience is required. Applicants with work study funds are preferred.

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:

Letter of application should indicate which language and level you can tutor. Please list your major(s) and any minors, all language courses taken at the High School and University level, any academic experience abroad, and state whether or not you have a work study allocation. Please provide your class schedule and when you are available to tutor.

Please submit application materials listed above to:

Submit application materials via email to Melitta Jackson; melitta.jackson@humboldt.edu

Procedures for Notification:

Applicants will be notified by email.

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.