

Job #: 156

Date Posted/Updated: 04/20/2020

Hiring Department/Unit: Learning Center - Supplemental Instruction Application Deadline: Open until filled

Term of Appointment: Ongoing

Positions Available  Multiple  Single

Hours of Appointment: approx. 5 hours/week

Is this position designated as sensitive under the CSU Background Check guidelines?

Pay Rate: \$14.00/hour

 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:

Supplemental Instruction (SI) Leaders will lead a minimum of two, 50 minute peer-facilitated sessions per week for the assigned course designed to help participants develop course specific academic and study skills. They will share strategies to be successful in the course; answer questions about lecture and reading topics; conduct review activities; give practice quizzes; keep track of attendance and produce attendance reports. Responsibilities include writing lesson plans for each session that use active learning strategies and posting these plans to SI share drive, and regularly communication with the designated faculty. Attend 1-3 days of pre-semester training and 7-9 meetings/trainings during the semester. SI leaders will schedule follow-up meetings with supervisor after observations, observe another leader leading their session, conduct review sessions-2 of which are open to the whole class. • Fill out an end-of-the-semester evaluation and personal reflection concerning the SI experience. Leaders will meet with supervisor to discuss performance and returning leaders will "showcase" a successful activity in pre-semester training. There may be 1-3 hours of required reading on effective pedagogical strategies.

Courses include: BIOL 198, BOT 198, CHEM 198, PHIL 198, MATH 198, ZOO 198 associate with the following classes; BIOL 102, 104, 105 & 340, BOT 105, CHEM 107, 109, 110, 228, PHIL 100, PHYX 106, MATH 101 & 101T, STAT 108, and ZOO 110 as needed, pending funding.

### 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:

Must have a grade of B or better in assigned course and be in good academic standing. Must be recommended by a faculty member for solid content knowledge as well as exceptional ability to communicate such content with others. Must have ability to work effectively with students of diverse backgrounds and learning needs. Must possess initiative, dependability, and an interest in assisting students in reviewing course content and learning how to learn.

Preference will be given to current SI leaders, students who have participated in SI sessions, or applicants with tutoring, teaching, or mentoring experience. Students with work study and all others with a strong content background and a desire to help others academically succeed are highly encouraged to apply.

Applicants must complete Learning Center application on Interfolio and successfully pass interview process.

### 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:

Learning Center Application: via Interfolio  
Current Unofficial Transcripts  
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.

Contact Arianna Thobaben at [arianna.thobaben@humboldt.edu](mailto:arianna.thobaben@humboldt.edu) or 707-826-5226 at Learning Center for more information.

### Procedures for Notification:

Applicants will be emailed or phoned after interview process completed.

*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).*