## 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](http://www.humboldt.edu/aps/ase.html).

## Job Duties:

- Grading homework, tests, and/or papers using answer key and/or rubric provided by instructor of course;
- Assisting with field trips and/or course preparation.

## 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:

Advanced coursework and experience in Fisheries Biology relevant to the course assignment is required. After reviewing application materials, the Fisheries Biology Department, in consultation with the lead instructors of courses, will select undergraduate students whose skills, experience, prior education, and course of study best meet the needs of the position.

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:

Submit application with a list of the courses for which you would like to be considered.

Please submit application materials listed above to:

Department of Fisheries Biology via email: Fisheries@humboldt.edu

Procedures for Notification:

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