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 (ISAs) will work with a composition course instructor to provide research and writing support to students working on writing projects related to the course. They will work one-to-one or in small groups assisting students with research strategies, writing, revising and editing their papers and will collaborate with faculty to improve their effectiveness in meeting the needs of enrolled students.

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:

Students must have completed ENGL 102/103 or 104 or an equivalent writing course that meets HSU's G.E. Written Communication Requirement with a grade of B or better. Students must have demonstrated a high level of writing competence as verified by recommendations from prior employers or faculty members and must submit a written application detailing their writing, tutoring, and work experiences that qualify them for the job. Students who have taken English 450 (Tutoring Developing Writers) or an equivalent course, or who have tutoring or training experience in writing are encouraged to apply. This application materials will be reviewed for writing competence. Applicants with a demonstrated ability to work with a diverse student population also 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:

Must also include a Letter of Interest and Schedule of Availability (for the intended work semesters). All application materials should be submitted to Lisa Tremain (lisa.tremain@humboldt.edu) via email or to the English Department. Please include applicant contact (email address, phone contact, etc.)

Please submit application materials listed above to:

Lisa Tremain, Writing Program Directing, c/o the English Department. She can be reached in her office (FH 225), by phone (707) 826-5762, or by email at lisa.tremain@humboldt.edu.

Procedures for Notification:

Applicants awarded a position will be notified in person, by email, or by telephone.

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.