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 an English department instructor to provide support to students working on projects related to the course. They will work one-on-one or in small groups to assist students with research strategies, reading comprehension and analysis, and drafting, revising and editing of course assignments. ISAs will collaborate with faculty to teach according to course outcomes and support the learning needs of enrolled students.

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 recommenders 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. The application materials will be reviewed for writing competence.

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.
# Instructional Student Assistant

**Job Vacancy Announcement**

**Job #: 166**

## 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 statement of interest and experience (approx. 200 words) with the application detailing the writing, tutoring, and/or employment history 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. The application materials will be reviewed for writing competence. Applicants with a demonstrated ability to work with a diverse student population will be given preference.

## How to Apply and Contact Information:

Please submit the following application materials:

- ✔ Letter of Application
- ✔ Application for Academic Employment
- ✔ Supplemental Application for Employment
- Other: 

ISA positions are typically hired at the beginning of each semester. Applicants should include a brief statement of interest (approx. 200 words) and schedule of availability (for the intended work semester) and apply no later than the Friday before the first week of classes. 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.) with the application.

Please submit application materials listed above to:

Lisa Tremain, English Department Chair, lisa.tremain@humboldt.edu

## Procedures for Notification:

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

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**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.