Job Vacancy Announcement
Instructional Student Assistant

Job #: 170
Date Posted/Updated: 10/26/2021

Hiring Department/Unit: **Geology**

Application Deadline: 04/15/2022

Position Available: ✔ Multiple

Is this position designated as sensitive under the CSU Background Check guidelines? ✔ 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](http://www.humboldt.edu/aps/ase.html).

Job Duties:

Assist geology faculty and staff with the teaching and organization of "GEOL 475 Geology Field Camp", a four-week long immersive and experiential geologic mapping class where faculty, staff, and students camp, cook, and work together in a remote setting during May and June. Duties:

1. Teaching geologic field methods, including how to measure strike and dip of bedding, how to map bedrock and surficial deposits on topographic maps and aerial photos, how to measure stratigraphy and develop stratigraphic columns, and how to construct geologic cross-sections;
2. Modeling and monitoring a safe, inclusive, and positive working environment while in camp, vehicles, and in the field, including healthy hygiene practices and COVID19 precautionary behaviors (e.g., social distancing/masking/hand washing) as well as accident prevention in the field;
3. Safely driving state vehicles with student passengers;
4. Assist with camp operations, including assembly of study tents, some assistance with cooking and dish washing, and periodic assistance with driving vehicles for drinking water, grocery runs, and emergencies.

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.*
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Department Hiring Criteria:

Bachelor’s degree in Geology/Geoscience/Earth Science or equivalent educational background is required. DMV check and Defensive Driving certification is required. Additional requirements include: Geologic field camp experience; knowledge of geologic field mapping and competence in geologic field concepts related to mapping area; demonstrated ability to relate to undergraduate students and help them interpret geology in the field; commitment to an inclusive, professional, and welcoming learning and teaching environment; Good communication skills.

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:

Please provide 1) a resume/vita with relevant experience and the names of two professional references familiar with your field geology skills, 2) a PDF of at least one example of an original geologic map and associated stratigraphic column and/or geologic cross section with your application, 3) a one-page cover letter with a brief written explanation of your availability and why you are well suited for this position.

Please submit application materials listed above to:

Department of Geology via email: geology@humboldt.edu OR Laurie Marx via email: lm1713@humboldt.edu

Procedures for Notification:

Successful applicants will be notified via 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.