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:

Peer mentors for CD 354: Methods of Observation will:
- Review, assess and provide feedback on student descriptions of child behavior and development;
- Meet regularly with faculty to discuss the course and assignment expectations, including how to best achieve precise, objective description of child growth and development, how to design child-centered goals and professional interventions to best facilitate child growth and development, and how to create professional partnerships facilitating best practice;
- Meet with the course instructor(s) at least twice per semester to establish inter-rater reliability;
- Read, assess and provide timely feedback on the following observation assignments: narrative descriptions, checklists, time samples, event samples, student-designed event samples, summaries, interpretations and case studies along with the course instructors;
- Hold office hours once a week for one and a half hours when students can come and ask questions or get specific help; and
- Provide regular feedback to the course instructors on his/her perceptions of student comprehension and potential course improvements.

During regular meetings and email communication, the peer mentor and course instructors will discuss and adjust as needed the student grader responsibilities to best meet the goals for peer mentors.

The position of peer mentor for CD 354: Methods of Observation has been establish to meet the following Child Development Department Student Learning Outcomes for the peer mentor. By reviewing, assessing and providing feedback on student descriptions of child behavior and development, the peer mentor will practice and refine his/her ability to:
- Describe the principles and patterns of growth and development in the cognitive, physical and motor, communicative, emotional and social domains (SLO #1);
- Identify and evaluate the variety of factors that influence children's development (SLO #3);
- Demonstrate knowledge about Child Development related professions, when providing feedback specifically on student case studies and recommendations (SLO #4);
- Demonstrate practical skills in working with children, specifically in the use of assessment instruments (SLO #5); and
- Demonstrate skills required of professionals in the field, specifically interpersonal communication, collaboration, writing and using information technology (SLO #6).

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.
# Job Vacancy Announcement

## Instructional Student Assistant

**Job #: 222**

### Department Hiring Criteria:

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<th>ISAs must:</th>
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<td>• Have completed CD 354 with a grade of B or better;</td>
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<td>• Be very familiar with specific methods/assignments taught in CD 354, and the developmental domains.</td>
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<td>• Be detail oriented, professional, responsible; and</td>
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<td>• Demonstrate strong interpersonal skills in working with faculty and students.</td>
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### How to Apply and Contact Information:

Please submit the following application materials:

- [ ] Letter of Application
- [x] Resume/CV
- [x] Application for Academic Employment
- [x] Supplemental Application for Employment
- [x] Other:

Please submit application materials listed above to:

Lauren Parker
lauren.parker@humboldt.edu
Child Development Office, HGH 229

### Procedures for Notification:

Successful candidates will be notified by e-mail.

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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.