CAL POLY HUMBOLDT

Job Vacancy Announcement
Instructional Student Assistant

Job #: 245

Date Posted/Updated: 09/16/2022

Hiring Department/Unit: Geography, Environment & Spatial Analysis

Application Deadline: open until filled

Term of Appointment: Semester

Positions Available ☐ Multiple ☑ Single

Hours of Appointment: up to 2 hours/week

Is this position designated as sensitive under the CSU Background Check guidelines?

Pay Rate: $16.00/hour

☑ No ☐ 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.

Job Duties:

Grade weekly assignments using pre-created Canvas rubrics (time commitment between one and two hours each week).

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 Humboldt 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 Cal Poly Humboldt.

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Department Hiring Criteria:

Geography Major preferred
Must have received a grade of B or better in GEOG 106
Must be able to work up to 2 hours/week
Must be able to use Canvas
Must be able to complete the weekly task on time (e.g., student assignments are due Sundays at midnight; ideally grading will be completed during the subsequent week)

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:

Email instructor (Dr. Chelsea Teale) directly with statement of interest/letter of application and application for academic employment linked above.

Please submit application materials listed above to:

Dr. Chelsea Teale, ct1154@humboldt.edu

Procedures for Notification:

Applicants will be notified of their status by 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.

Cal Poly Humboldt 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.