Job Vacancy Announcement
Instructional Student Assistant

Job #: 265
Date Posted/Updated: 12/16/2020

Hiring Department/Unit: Campus Center for Appropriate Technology
Application Deadline: Open until filled

Term of Appointment: Semester
Positions Available: Multiple

Hours of Appointment: 5 - 7 hours/week
Is this position designated as sensitive under the CSU Background Check guidelines?

Pay Rate: $15.00/hour (Effective Spring 2021)

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:
Plan and lead your own 10 week course on an aspect of Appropriate Technology, supervised by experienced instructor.

Share your skills and passion.

Course facilitator position entails facilitating a 1 unit C/NC Environmental Studies 123 course for one of the topics listed:

Organic Gardening
Herbalism
Urban Homesteading
Green Building

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:

Enthusiasm for teaching and sharing knowledge.

Some experience in the field 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:

Please submit application materials listed above to:

CCAT@humboldt.edu

Procedures for Notification:

Qualified applicants will be invited via email to the interviewing process.