**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:**

Learning Center tutors are hired to tutor specific subjects, on-line or in-person, and host weekly tutoring hours. Tutors assist students in finding their own answers to questions and help them learn methods to solve problems independently. In addition, they help students grasp the content of challenging classes and master the skills necessary to become successful learners. Tutors are also responsible for reviewing and understanding the Tutoring Handbook, mentoring new tutors, making referrals when appropriate, and ensuring that students sign-in/out of the Learning Center properly. Additional responsibilities include lab maintenance duties, securing equipment, and maintaining regular communication via email with their supervisor about changes or problems. Tutors may attend course or lab classes for the subjects they tutor and communicate with course instructor(s) to share information about the student experience and student needs, and prepare and coordinate activities to meet instructor expectations. Special projects may include: collaborating with specific professors to assist with in-class activities, creating and/or conducting presentations, creating and posting Canvas or social media content to promote tutoring, and tracking tutoring techniques used in the lab. Work duties also include attending paid trainings, including a pre-semester training, a mid-semester Saturday training, and up to 7 additional one-hour trainings held over the course of the semester.

**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.*
MINIMUM QUALIFICATIONS FOR THIS POSITION: Must be a sophomore or higher standing; B's or better earned in classes; positive faculty recommendation for tutored courses. Strong communication skills and ability to work effectively with students of diverse backgrounds and learning needs are essential. Must possess initiative, dependability, and an interest in assisting students. Math tutors must have demonstrated knowledge of pre-calculus, earned a B or better in either Calculus I or STATS 109, and be enrolled in, or have completed, MATH 481.

PREFERRED QUALIFICATIONS: Preference given to applicants who can work in-person and on campus and to applicants with a broad knowledge of learning skills, and tutoring or teaching experience. Work-study eligible students strongly encouraged to apply.

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

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.

All application materials should be submitted via Interfolio (http://apply.interfolio.com/86407).

For more information, please contact Tyler Bradbury, tyler.bradbury@humboldt.edu, 707-826-5189, or Michele Miyamoto, michele.miyamoto@humboldt.edu, 707-826-5187 regarding tutoring positions questions.

All successful candidates will be notified via email or by phone of job appointment.