Job Vacancy Announcement
Instructional Student Assistant

Hiring Department/Unit: Department of Communication
Application Deadline: Open until filled

Term of Appointment: Semester
Positions Available: Multiple
Hours of Appointment: 2 hours per week
Is this position designated as sensitive under the CSU Background Check guidelines? No

Pay Rate: $14.00/hour

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:
The COMM Wizards Tutoring Program strives to provide students with a space to learn, practice and develop the skills necessary to improve performance in public speaking. This unique peer-to-peer program pairs public speaking and oral interpretation students with upper division tutors who have performed well in previous courses. COMM Wizard tutors use their knowledge and skill sets to constructively guide their peers. Together students and tutors build connections, grow in knowledge, reduce speech anxiety, and create pathways to success.

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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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.

Department Hiring Criteria:

MINIMUM QUALIFICATIONS: Sophomore or higher standing in good academic standing. 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.

PREFERRED QUALIFICATIONS: Communication majors or minors 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:

Scott Paynton
Department of Communication
Scott.Paynton@humboldt.edu

Procedures for Notification:

Successful candidates will be notified by email or by phone.

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.