Job Vacancy Announcement
Instructional Student Assistant

Hiring Department/Unit: Education
Application Deadline: Open until filled

Term of Appointment: Spring 2022
Positions Available: ✔ Multiple

Hours of Appointment: 5-10 hours per week
Is this position designated as sensitive under the CSU Background Check guidelines?

Pay Rate: $16.00/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:
Under the supervision of the instructor, (1) co-leading and plan class activities; support the instructor in teaching face to face, synchronous and asynchronous instruction and hyflex instruction, (2) assist in grading assignments, (3) conducting tutoring/mentoring assignments with students. ISA course assignments may include: ART 307, BIOL 104, CD 209 or 310, COMM 100 or 103, EDUC/CRRGS 313, ES 107, ENGL 102/103, 104, or 105, GEOL 109, HIST 104 or 110, KINS 313, MATH 103 or 103i, MUS 204, PSCI 110, TA 105, LSEE 101, 211, 212, 308, 313, 314, 315, 316, 317, 318, 319, 333, 377, or 421.

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 a Cal Poly 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:

Students must have pedagogical skills and discipline specific knowledge appropriate for the desired position. For all positions, students who are enrolled in credential and undergraduate teaching pathway programs are preferred. In the case of multiple and similarly qualified applicants, hiring priority is given to education pathway majors and upperclassmen.

After reviewing application materials, the School of Education, in consultation with the lead instructors of courses, will select undergraduate students whose skills, experience, prior education, and course of study best meet the needs of the position.

Note: Exceptions to the hiring criteria may be granted at the sole discretion of the School of Education and the University.

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:

Submit application with a list of the courses for which you would like to be considered and times available to work on "Availability Spreadsheet". Spreadsheet can be obtained by emailing Carmela Paradise at ctp7001@humboldt.edu

Please submit application materials listed above to:

Submit completed application, a brief resume, a list of courses for which you would like to be considered & time availability spreadsheet to Carmela Paradise at ctp7001@humboldt.edu

Procedures for Notification:

Participants awarded the positions will be notified and asked to complete and submit and employee Action Request Form (EAR), Employee Information Form (EIF) and Employment Eligibility Verification Form (I-9) to Human Resources.

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.