HUMBOLDT STATE UNIVERSITY

Job Vacancy Announcement
Instructional Student Assistant

Job #: 158

Date Posted/Updated: 12/16/2020

Hiring Department/Unit: Computer Science

Application Deadline: Open until filled

Term of Appointment: Semester

Positions Available ☑ Multiple ☐ Single

Hours of Appointment: up to 20 hours per week

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

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

☑ 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:

To provide support in grading or tutoring assistance to the faculty member responsible for a given course. Courses which may need ISAs include, but are not limited to: CS 111 and CS 309.

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:

Applicants should have successfully completed the course in which they will be assisting, and/or have knowledge of the material and of computer applications used in the course, as applicable. Preference will be given to current CS undergraduate majors and to Environmental Systems graduate students.

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:

Indicate in your letter the course(s) you are interested in.

Please submit application materials listed above to:

csdept@humboldt.edu

Procedures for Notification:

Applicants selected for hire will be notified by the Computer Science Department