



Job Vacancy Announcement Instructional Student Assistant

Pay Rate: <u> a minimum of \$10.00/hour </u>	Check One:
Hours of Appointment: <u> Up to 10 hours/week, dependent upon budget and programmatic need </u>	<input type="checkbox"/> Single Position
Application Deadline: <u> open until filled, first review 5/15/09 </u>	<input checked="" type="checkbox"/> Multiple Positions
Hiring Department or Unit: <u> World Languages and Cultures </u>	
Typical Duties for this Classification:	
Under supervision, Instructional Student Assistants perform teaching, grading, 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. Assignments are made by academic department or equivalent administrative unit by a specific supervisor. Instructional Student Assistants work part-time (up to 20 hours per week) during academic periods and may work full-time during academic break periods. Concurrent assignments in other Student Assistant classifications are permissible as long as the maximum hours are not exceeded.	
Job Duties:	
The Instructional Student Assistant will work with one of our five language programs (Arabic, Chinese, French, German, or Spanish) to:	
<ul style="list-style-type: none"> • Provide direct support to instructional activities, both in the classroom and outside the classroom, as needed. • Function as a multi-level tutor for students, in groups and/or individually. 	
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 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: <i>Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.</i>	
Department Hiring Criteria:	
Language proficiency level equal to intermediate/advanced and above. No previous experience is required. Applicants with work study are especially encouraged to apply.	
How to Apply and Contact Information:	
Submit resume and letter of application indicating which language and level you can tutor. Please list your major(s) and any minors, all language courses taken at the high school and university level, and any academic experience abroad. Submit application materials via mail or in person to Kenna Kay Hyatt, Department of World Languages and Cultures, BSS 206, 1 Harpst Street, Arcata, CA 95521. Please provide current telephone and email contact information.	
Procedures for Notification:	
All applicants will be notified via telephone or email of job appointment.	
<i>Humboldt State University is an Equal Opportunity/Title IX/ADA employer with a strong commitment to diversity and encourages applications from women, members of all ethnic groups, veterans and people with disabilities. Humboldt State University employs only individuals authorized to work in the United States.</i>	