HUMBOLDT STATE UNIVERSITY

Job Vacancy Announcement
Instructional Student Assistant

Pay Rate: $10.00/hr

Hours of Appointment: approx. 24 hrs/term

Application Deadline: Friday of the 1st week of each semester

Hiring Department or Unit: Art Department

Check One:

_ Single Position

x Multiple Positions

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:

Read and score objective questions, short answer questions and essays on art history tests and total scores. The instructor will provide the reader with a detail key to the tests and instruct the reader on standards.

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:*** *Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.*

Department Hiring Criteria:

The student should have taken the Art History course they will be grading for and earned an A. Special consideration will be given to students who have experience as an examination reader for art history classes and those students who have taken a broad range of related art history classes. Courses that may need a grader include: Art 103, Introduction to Art History; Art 104F, Renaissance Art; Art 104G, Baroque Art; Art 104I, 20th Century Art; Art 104K, Intro. to Tribal Art; and Art 301, The Artist (subject varies by semester) and Modern & Contemporary Art.

How to Apply and Contact Information:

Please stop by the Art Dept. office, Art 121 or call 826-3624 for more information.

Procedures for Notification:

Applicants will be notified by phone.

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.