



## Job Vacancy Announcement Instructional Student Assistant

<b>Pay Rate:</b> <u>    \$10.00 - \$12.00/hr    </u>	<b>Check One:</b>
<b>Hours of Appointment:</b> <u>                    variable, up to 15 hours/week                    </u>	<input checked="" type="checkbox"/> <b>Single Position</b>
<b>Application Deadline:</b> <u>                    First review: June 5, 2009; open until filled                    </u>	<input type="checkbox"/> <b>Multiple Positions</b>
<b>Hiring Department or Unit:</b> <u>                    Environ. &amp; Natural Resource Sciences - ENVS 110                    </u>	
<b>Typical Duties for this Classification:</b>	
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.	
<b>Job Duties:</b>	
Assist in grading ENVS 110 homework and tests.	
<b>Minimum Qualifications for this Classification:</b>	
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. <b>Note:</b> <i>Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.</i>	
<b>Department Hiring Criteria:</b>	
Successful completion of ENVS 110.	
<b>How to Apply and Contact Information:</b>	
Submit a brief resume to Steven R. Martin, Chair, Department of Environmental and Natural Resource Sciences, c/o Department Administrative Coordinator Lorraine Comfort / Natural Resource Building via email: <a href="mailto:comfort@humboldt.edu">comfort@humboldt.edu</a> .	
<b>Procedures for Notification:</b>	
Only the applicant awarded the position will be notified and will be asked to complete and submit to Human Resources a Employee Action Request Form (EAR), Employee Information Form (EIF) and Employment Eligibility Verification Form (I-9) ( <a href="http://www.humboldt.edu/~hsuhr/forms">http://www.humboldt.edu/~hsuhr/forms</a> ).	
<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>	