



## Job Vacancy Announcement Instructional Student Assistant

<b>Pay Rate:</b> <u>    \$10/hr minimum    </u>	<b>Check One:</b> <input type="checkbox"/> <b>Single Position</b> <input checked="" type="checkbox"/> <b>Multiple Positions</b>
<b>Hours of Appointment:</b> <u>    up to 30 hours total for the semester    </u>	
<b>Application Deadline:</b> <u>    Open until filled    </u>	
<b>Hiring Department or Unit:</b> <u>    Religious Studies    </u>	
<b>Typical Duties for this Classification:</b>	
<p>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.</p>	
<b>Job Duties:</b>	
<p>Student Assistants will assist instructor in grading essays for RS 105, World Religions. Essays will be read, responded to, and scored according to a grading rubric; grading will be preceded by some paid training and calibration exercises. The work will be completed between November 6 and December 10.</p>	
<b>Minimum Qualifications for this Classification:</b>	
<p>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></p>	
<b>Department Hiring Criteria:</b>	
<p>The primary criteria for appointment will be experience in the teaching and/or evaluation of writing. Evidence of responsibility in performing professional tasks, and particularly availability and reliability during the period of employment, are essential. Successful completion of coursework in writing, religious studies, and/or art history is required. The teaching of English (in the department of English), and/or experience in the HSU Writing Center (or equivalent experience in teaching or evaluation of writing) are preferred. Expertise and understanding in the World Religions and the disciplinary methods of Religious Studies are also preferred.</p>	
<b>How to Apply and Contact Information:</b>	
<p>Apply in writing by email to: Sara Jaye Hart, Religious Studies Department, sjh68@humboldt.edu. Please include a statement of qualifications (including coursework and work experience), and contact information for at least two references. At least one reference must be an HSU faculty member. Other references may include employers or faculty at universities, as appropriate.</p>	
<b>Procedures for Notification:</b>	
<p>All applicants will be notified as to whether they will or will not be offered employment for these positions. Some applicants may be offered a place on a waiting list, in case some who are offered employment are unable to execute their duties.</p>	
<p><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></p>	