



## Job Vacancy Announcement Instructional Student Assistant

<b>Pay Rate:</b> <u>    \$10.00 minimum per hr    </u>	<b>Check One:</b> <input type="checkbox"/> Single Position <input checked="" type="checkbox"/> Multiple Positions
<b>Hours of Appointment:</b> <u>          0-20          </u>	
<b>Application Deadline:</b> <u>          Ongoing / Open          </u>	
<b>Hiring Department or Unit:</b> <u>                  Learning Center                  </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>	
<input type="checkbox"/> Assess academic needs of students. <input type="checkbox"/> Teach basic skills and study skills to undergraduates. <input type="checkbox"/> Monitor student progress and provide follow up. <input type="checkbox"/> Provide appropriate information and referrals to students. <input type="checkbox"/> Greet students, answer phones, and schedule appointments. <input type="checkbox"/> Maintain and file records; perform other clerical tasks as needed. <input type="checkbox"/> Attend mandatory weekly meetings. <input type="checkbox"/> ADDITIONAL duties may include attending paid trainings, meetings, or workshops. Assisting with and/or presenting workshops. Running errands and assisting staff when necessary.	
<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>	
<b>MINIMUM QUALIFICATIONS FOR THIS POSITION:</b> Sophomore or higher standing and at least 2.5 GPA. Strong communication skills and ability to work effectively with students of diverse backgrounds and learning needs are essential. Must possess initiative, dependability, and an interest in assisting students.  <b>PREFERRED QUALIFICATIONS:</b> Strong science, math, or writing background and well-developed academic skills. Preference also given to applicants with tutor certification, tutoring, or teaching experience. Work-study eligible students strongly encouraged to apply.	
<b>How to Apply and Contact Information:</b>	
<b>APPLICATION MATERIALS:</b> Please submit resume, names and contact information for two references (at least one faculty member), unofficial transcript, and a schedule of available work hours for the term.	
<b>CONTACT:</b> Su Karl, Learning Center Coordinator; Learning Center - House 71, (707) 826-5217, smk7001@humboldt.edu.	
<b>Procedures for Notification:</b>	
Only applicants awarded a position will be notified by e-mail, phone call or in person at the Learning Center.	
<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>	