



## Job Vacancy Announcement Instructional Student Assistant

<b>Pay Rate:</b> <u>10.00 per hour minimum</u>	<b>Check One:</b> <input type="checkbox"/> Single Position <input checked="" type="checkbox"/> Multiple Positions
<b>Hours of Appointment:</b> <u>3-20 per week</u>	
<b>Application Deadline:</b> <u>Ongoing / Open</u>	
<b>Hiring Department or Unit:</b> <u>English</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>Instructional Student Assistants (ISAs) will work in the English Writing Lab and/or the University Writing Center. In the English Writing Lab, ISAs will provide writing support to students in English 40 and English 60 Lab sessions. They will work one-to-one or in small groups assisting students with course assignments and will collaborate with faculty to improve effectiveness in meeting the needs of enrolled students. In the University Writing Center, ISAs will work one-to-one or in small groups with students on academic writing, revising and editing. They will keep the Director informed of any problems they encounter.</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>Students must have completed English 100: First Year Reading and Composition or equivalent and English 450: Tutoring Developing Writers or the equivalent coursework (upper division coverage). Substantial experience as a writing tutor may partially substitute if the student concurrently enrolls in English 450. Students must have demonstrated a high level of writing competence as verified by recommendations from prior employers or faculty members and must submit a written application detailing her/his writing, tutoring, and work experiences that qualify him/her for the job. This application is reviewed for writing competence. Priority is given to applicants continuing employment who have demonstrated their ability to work effectively with diverse students and faculty on campus (supported by faculty/supervisor and client evaluations). Applicants with a demonstrated ability to work with a diverse student population also are preferred.</p>	
<b>How to Apply and Contact Information:</b>	
<p>Applications and schedules of availability are available in the English Department Office (FH 201) and should be submitted to Barbara Goldberg, Director of the University Writing Center and Coordinator of Developmental Writing c/o the English Department. She can be reached in her office (FH 229), by phone (707) 826-4442, or by email at bag4@humboldt.edu. Please include an email address for notification.</p>	
<b>Procedures for Notification:</b>	
<p>Applicants awarded a position will be notified in person, by email, or by telephone.</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>	