



Job Vacancy Announcement Instructional Student Assistant

Pay Rate: <u> \$10.00/hr. </u>	Check One: <input type="checkbox"/> Single Position <input checked="" type="checkbox"/> Multiple Positions
Hours of Appointment: <u> variable </u>	
Application Deadline: <u> On-going / Open </u>	
Hiring Department or Unit: <u> Chemistry </u>	
Typical Duties for this Classification:	
<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>	
Job Duties:	
<p>To provide out-of-class tutoring for students in lower division chemistry courses. Approximately 50% of the time is expected to be spent tutoring students in CHEM 109, 40% of the time tutoring students in CHEM 110, and 10% of the time tutoring students in CHEM 107 (percentages may vary depending upon the needs of the students and the course offerings). Involves meeting with drop-in students one-on-one and in small groups to aid in understanding course materials.</p>	
Minimum Qualifications for this Classification:	
<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. Note: <i>Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.</i></p>	
Department Hiring Criteria:	
<p>Chemistry major or minor with sophomore or higher standing (junior standing or higher preferred); grades of "B-" or better in both CHEM 109 and in CHEM 110.</p>	
How to Apply and Contact Information:	
<p>Complete and submit an application form (provided in the Department Office) along with a photocopy of your student ID to the Department of Chemistry in Science A 470. The applicant should provide names and contact information of faculty who may be familiar with the applicant's academic qualifications and suitability for tutoring.</p>	
Procedures for Notification:	
<p>Selected candidates will be contacted by the Department and will be asked to complete and submit a SPAR form (http://www.humboldt.edu/~hsuhr/docs/std457.pdf) and I-9 form (http://www.uscis.gov/graphics/formsfee/forms/files/i-9.pdf) to HR.</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>	