



## Job Vacancy Announcement Instructional Student Assistant

<b>Pay Rate:</b> <u>    \$10.00 min.    </u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>Check One:</b></td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> <b>Single Position</b></td> </tr> <tr> <td style="padding: 2px;"><input checked="" type="checkbox"/> <b>Multiple Positions</b></td> </tr> </table>	<b>Check One:</b>	<input type="checkbox"/> <b>Single Position</b>	<input checked="" type="checkbox"/> <b>Multiple Positions</b>
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<input type="checkbox"/> <b>Single Position</b>				
<input checked="" type="checkbox"/> <b>Multiple Positions</b>				
<b>Hours of Appointment:</b> <u>    variable    </u>				
<b>Application Deadline:</b> <u>    On-going    </u>				
<b>Hiring Department or Unit:</b> <u>    Environmental Resources Engineering    </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>Provide in-class assistance to students in undergraduate ENGR courses and/or grade homework and other assignments outside of class time. Courses that may need student assistants include: ENGR 115, ENGR 210, ENGR 211, ENGR 215, ENGR 225, ENGR 325, ENGR 326, ENGR 330, ENGR 331, ENGR 333, and ENGR 351.</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>Applicants should have successfully completed the course in which they will be assisting, and have knowledge of the material and of computer applications used in the course, as applicable. Preference will be given to current ERE undergraduate majors and to Environmental Systems graduate students.</p>				
<b>How to Apply and Contact Information:</b>				
<p>For a complete list of vacancies for the current semester, please contact the ERE department office. To apply for a position, e-mail a short cover letter to &lt;ere_dept@humboldt.edu&gt; indicating the course(s) you are interested in and including your contact information, and attach a brief resume. Applications will be accepted each semester until positions are filled.</p>				
<b>Procedures for Notification:</b>				
<p>Applicants selected for hire will be notified by the course instructor.</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>				