



CSUB Student Employment Opportunity Student Positions in Bargaining Unit 11

Working Title: Winter 2009 ALEKS Instructional Student Assistant

Department: Mathematics

Classification: Instructional Student Assistant

Pay Rate: \$10.00 per hour

Hours: 2.2 – 19.8 hours per week, depending on availability and department needs

Deadline for Applications: Tuesday, November 25th, at noon.

Description of Duties:

An ALEKS Instructional Student Assistant (ISA) works in a Developmental Mathematics classroom that utilizes the web-based learning system, ALEKS. The ISA will work in a classroom with up to 35 students, up to 3 days per week. The Winter quarter 2009 sections run from 7:15 a.m. – 9:25 a.m. on MWF; 9:30 a.m. – 11:40 a.m. on MWF; 12:20 p.m. – 2:30 p.m. on MWF; and 3:10 p.m. – 5:20 p.m. on MTR. Each section requires two ISAs and ISAs may work one, two, or three days per week, depending on availability and department needs. The duties of the ISA will include checking students' identification cards and verifying attendance, answering students' questions, assisting students with technical difficulties associated with ALEKS, and communicating with the course instructor following each class meeting.

Minimum Qualifications:

Applicants must be currently enrolled in at least eight units at CSUB. Applicants must have a minimum 3.0 overall grade point average and must be in good academic standing. Applicants must have earned a "C-" or better in both Math 202 and Math 222, or the equivalent.

Exceptions to the stated minimum qualifications may be granted at the sole discretion of the University.

Hiring Criteria

The ISA must possess a thorough knowledge of elementary and intermediate algebra, basic statistics, and plane geometry. The ISA must have two positive recommendations from members of the CSUB faculty. The ISA must demonstrate interest in understanding students' learning difficulties and in making the student the central concern of the ISA/student relationship. The ISA must also possess good interpersonal

communication skills and have a proven ability to work with others, including students from a variety of income, cultural, and academic backgrounds. The ISA must be punctual and be able to attend all class meetings. Incumbent ISAs receive priority scheduling.

How to Apply:

Submit your resume to the Department of Mathematics, Sci 3, room 228, or via email to tfelter@csub.edu. Include the attached availability worksheet with your resume.

Letters of recommendation should be sent directly to Terran Felter, 14 SCI, Department of Mathematics. Recommendations may also be sent via email to tfelter@csub.edu.

Notification:

After a review of applicant qualifications and faculty recommendations, a pool of candidates will be called for interviews. After the interviews, the candidates will be notified of the hiring decision.

Supervisor for this Position:

Terran Felter, ALEKS Coordinator, Department of Mathematics, (661) 654-6835

CSUB fosters and appreciates ethnic and cultural diversity among its faculty, students, and staff. Applications from women, ethnic minorities, veterans, and individuals with disabilities are welcome.

Interested students should follow the checklist below:

1. Are you a CSUB student?

If you are not a regular CSUB student currently enrolled in CSUB classes (not Extended University), you cannot be hired for this position.

2. Submit resume and letters of recommendation.

Submit your resume to the Mathematics Department in Sci III, 228 or via email to tfelter@csub.edu. Letters of recommendation should be sent directly to Terran Felter via campus mail or email.

3. If hired, be prepared for training.

All ALEKS Instructional Student Assistants will be required to attend training prior to the beginning of Fall quarter.

Name: _____

Student ID: _____

Winter 2009
Availability

Please mark all blocks for which you are available.
You must be available for the ENTIRE 2 hours, 10 minutes.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>