CSUB Student Employment Opportunity
Student Positions in Bargaining Unit 11

Working Title: Instructional Student Assistant
Department: Developmental Mathematics Center
Classification: Instructional Student Assistant
Pay Rate: $12.00 per hour
Hours: up to 20 per week, depending on availability and needs of the program (Incumbent ISAs have scheduling priority) during the Fall 2015 quarter
Deadline for Applications: 12PM, Wednesday, August 26, 2015

Description of Duties:
An Instructional Student Assistant (ISA) works in the Developmental Mathematics Center that utilizes a web-based learning system. The duties of the ISA will include classroom management, verifying students’ identities and ensuring students sign-in, answering students’ content questions, monitoring quizzes and tests, assisting students with some technical difficulties, and communicating with the course instructor. Note: Students may be employed in multiple positions on campus for a combined total of 20 hours per week.

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 scheduled sessions. There will be a mandatory training meeting prior to the beginning of the quarter, Wednesday, 09/09/15, at 11AM.
How to Apply:
Submit a current resume and the attached availability worksheet to Terran Felter in Sci 3, room 241, or via email to tfelter@csub.edu. 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, Developmental Mathematics Coordinator, (661) 654-6835, tfelter@csub.edu

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 a resume, availability worksheet, and letters of recommendation.
   Resumes and availability worksheets can be submitted to Terran Felter via email or in person. Letters of recommendation should be sent directly to Terran Felter via campus mail or email.

3. If hired, be prepared for training.
   All Instructional Student Assistants will be required to attend training prior to the beginning of Fall quarter.
Please place your initials in all blocks for which you are available. Section times are quite different from previous quarters. With the exception of Tuesday and Thursday night, the remedial math courses are scheduled according to the timeblocks the rest of the university is using. Blocks here are either 1 hour and 20 minutes long or 2 hours and 40 minutes long. You must be available for an entire block. Please note the varying beginning and ending times. **It is VERY important that you arrive to your scheduled blocks a few minutes early. If you cannot do that, please do not mark it as available.**

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Name: ___________________________  Student ID: ___________________________