# Instructional Student Assistant

## Position Description

This position description should be utilized as the basis for your online position posting with Faculty Affairs and submitted to Human Resources Programs along with the Employee Requisition.

<table>
<thead>
<tr>
<th>Program</th>
<th>Project PROMESAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Instructional Student Assistant – STEM PISA (PROMESAS Instructional Student Assistant)</td>
</tr>
<tr>
<td>Job Class Code</td>
<td>1150 Instructional Student Assistant</td>
</tr>
</tbody>
</table>

## Position Summary

Under supervision, Instructional Student Assistants in this classification perform instruction, grading or tutoring duties for the majority of work hours in a given academic program or equivalent administrative unit over the course of the academic term. Assignments are approved by a specific supervisor within the academic program/administrative unit.

STEM Tutors/PLTL Leaders will support learning in gateway STEM courses across disciplines. STEM Tutors/PLTL Leaders will be willing to learn and employ effective tutoring strategies and to review or learn content as necessary. Some STEM Tutors/PLTL Leaders will organize and oversee weekly workshop sessions associated with relevant gateway STEM classes. Some STEM Tutors/PLTL Leaders may be embedded into supported courses, attending class meetings as part of their paid hours.

## Assignment

The positions we expect to fill are conditioned on budget and enrollment.

## Position Requirements

Admission or registration as a CSU student.

Incumbents 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.

1. Enrolled as an undergraduate STEM major at CSUCI.
2. All applicants must have successfully completed at least two gateway STEM courses (earning an A or a B).
3. A minimum cumulative and semester 3.0 GPA at the time of application and maintained throughout the term of employment.
4. Be in good academic and behavioral standing (not on academic or disciplinary probation) with the university.
5. STEM Tutors/PLTL Leaders must be able to competently tutor and lead workshops in the subject(s) in which they specialize.
6. Prospective STEM Tutors/PLTL Leaders must be prompt, reliable, and have a neat appearance.
7. They must possess good people skills and be willing to learn effective tutoring strategies and to accept ongoing guidance.
8. Be sensitive to the needs of students from different backgrounds (e.g., culture, ability, race/ethnicity, etc.).
9. Possess good oral communication skills and be comfortable speaking in front of a group.
10. Be available to work between 7 and 20 hours a week, Monday through Thursday, between 10:00 am-9:00 pm Monday-Thursday and 10:00 am-3:00 pm Friday & Saturday.
11. Complete appropriate campus safety training.
12. Please Note: Due to federal funding, the successful candidate must be able to show proof of eligibility to work in the United States.

The majority of work performed by an Instructional Student Assistant is:
**Duties & Responsibilities**

Instruction – Under appropriate supervision by the course assigned faculty member, implements faculty member’s course content and methodology requiring specific advanced knowledge of the course content;

Grading – Assessment of student work requiring specific academic knowledge directly related to the subject matter with authority to assign a grade (i.e. test or assignment grades) within a range of points; and/or

Tutoring – Individual or group instruction requiring advanced knowledge of discipline or subject matter.

STEM Tutors/PLTL Leaders will receive lead work direction from the Coordinator of Student Academic Success Services, STEM Student Success Coordinator and other PROMESAS staff. STEM Tutors/PLTL Leaders will participate in required training sessions, including training provided by the Learning Resources Center, Peer Education & Equity Programs (PEEP), and/or the Student Academic Success & Equity Initiatives (SASEI) Department. STEM Tutors/PLTL Leaders will work directly with students in the STEM Center to assist them with their learning of content and study skills for their gateway STEM classes. They will assist students with homework assignments, exam preparation, interpretation of laboratory experiences -- at all times emphasizing understanding of concepts.

Some STEM Tutors/PLTL Leaders will organize and oversee weekly problem-solving workshop sessions associated with gateway STEM courses as part of the Peer-Led Team Learning (PLTL) program. These STEM Tutors/PLTL Leaders will attend ongoing training sessions, will prepare individually for workshop sessions, and will be available for at least one office hour per week for workshop participants. They will take attendance at workshops, informally assess and maintain records of individual student progress, and report workshop participants' attendance and course proficiency.

Some Tutors/PLTL Leaders may serve as embedded tutors/pltl leaders, attending class meetings for one section of a supported course as part of their weekly paid hours. Embedded tutors/pltl leaders serve in class as a model student, engage with the lecture content, and demonstrate successful strategies for academic achievement. They may also assist the professor with class management, in-class small group facilitation, and other supportive activities. Embedded tutors/pltl leaders are not required to complete homework, projects, or exams.

In additional to individual and group tutoring, and to leading workshops, STEM Tutors/PLTL Leaders may be involved in various duties or projects as assigned. These projects and duties may include activities intended to expand their knowledge of tutoring, promote the use of the STEM Center and PLTL, design and facilitate workshops and materials for use in the STEM Center, website development, and aid in other activities that meet the deliverable of Project PROMESAS. Additional duties may include helping with other Project PROMESAS' STEM Outreach activities.

Other:
- Attend a minimum of one professional development workshop provided by campus partners per semester
- Attend team meetings/trainings throughout the semester. Attendance is required.

**Preferred Qualifications**

The ability to tutor in multiple STEM disciplines and/or to tutor in upper division STEM classes is a plus.

**Special Instructions to Applicants**

Instructional Student Assistants may work up to 20 hours per week during academic periods and may work up to 40 hours per week during academic break periods.

To apply the applicant needs to complete and submit:
- The CI Student Employment Application
• The supplemental online application form
• A résumé
• A cover letter; in your cover letter describe your interest in the position and your qualifications to fulfill the responsibilities of the position. Note: If you do not meet the 3.0 GPA requirement, please provide an explanation in your cover letter
• A copy of your unofficial CI transcript
• A copy of your course schedule for fall 2020 (once available)
• Two recommendations from faculty members in one or more discipline(s) representing subjects that the applicant wishes to tutor or peer-lead. Faculty members may either complete the online recommendation form or provide a letter of reference.

Other:
• As a condition of employment, this position may require a background check.
• The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Araceli Espinoza-Wade

Approver’s Name (Print)  Approver’s Signature  Date

Employee Name (Print)  Employee Signature  Date