SAN JOSE STATE UNIVERSITY
SAN JOSE, CALIFORNIA

ANNOUNCEMENT OF POSITION AVAILABILITY

INSTRUCTIONAL STUDENT ASSISTANTS

BRIEF DESCRIPTION OF DUTIES:
Written feedback on General Education student papers for grammar, punctuation, spelling, syntax, organization, etc. Papers must be returned to the instructor within one week of delivery. Graders will input grades into Canvas.

MINIMUM QUALIFICATIONS:
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, admission or registration as a CSU student. 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.

APPLICATION PROCEDURES:
Email resume, letter of interest, and writing sample by 9/15/16 to Dr. Patricia Backer at Patricia.Backer@sjsu.edu

HIRING CRITERIA:
Extensive experience in writing and experience grading and/or editing.

SALARY RANGE: $16/hour
Up to a maximum of 20 hours per week

DEADLINE AND PROCEDURES FOR NOTIFICATION:
All applicants will be notified by email by 10/1/2016.

SJSU is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the bases of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University’s annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the website at www.sjsu.edu/safetyreport.