

# Instructional Student Assistant (ISA)

## Description of Duties<sup>1</sup>

Department of Psychology

Student Name: \_\_\_\_\_

SJSU ID: \_\_\_\_\_

Student E-Mail: \_\_\_\_\_

Term: \_\_\_\_\_

Supervising Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

### *Description of Classification and Qualification*

Under supervision, Instructional Student Assistants (ISAs) 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. An ISA cannot work or be compelled to work in this role for more than 20 hours per week during academic periods. ISAs may have concurrent assignments in other Student Assistant classifications as long as the maximum hours are not exceeded. This position is covered by the [CSU-UAW Agreement](#) and additional information may be obtained from the [UAW web site](#) and through the [Office of Faculty Affairs](#) (Student Employees; Unit 11).

ISAs 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. ISAs must be admitted or registered as a CSU student and must remain academically eligible.

*Completed by Supervising Instructor:* The job duties designated below are required of the student employee. Please check the appropriate items and describe, as applicable:

- |   |                  |
|---|------------------|
| _____ Attend course lectures                              |                  |
| _____ Present lectures                                    | Frequency: _____ |
| _____ Read and grade student papers                       | Total #: _____   |
| _____ Grade student assignments                           |                  |
| _____ Prepare/maintain course material (e.g., Canvas)     |                  |
| _____ Proctor examinations                                |                  |
| _____ Perform individual and/or group tutoring            |                  |
| _____ Maintain/submit student records (e.g., grades)      |                  |
| _____ Provide academic research assistance                |                  |
| _____ Perform other tasks as assigned. Please list: _____ |                  |

The supervising instructor will perform class observations and provide formative feedback following ISA lectures?    Yes \_\_\_\_\_    No \_\_\_\_\_

### *Completed by Student Employee*

My signature below signifies that the duties and expectations of this position have been presented to me and fully explained.

\_\_\_\_\_  
Instructional Student Assistant's Signature

\_\_\_\_\_  
Date

<sup>1</sup> Adapted for ISAs based on the *Description of Duties Form*, Appendix F of the UAW/CSU Collective Bargaining Agreement, 2013-2016.