



Instructional Student Assistant

Class Code: 1150 or 1151

Date Established: 10-01-04

OVERVIEW:

Under supervision, Instructional Student Assistants in this classification 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. Assignments are made by academic department or equivalent administrative unit by a specific supervisor at a CSU campus.

Incumbents in this classification work part-time (typically 20 hours per week) during academic periods and may work full-time during academic break periods. Incumbents may have concurrent assignments in other Student Assistant classifications as long as the maximum hours are not exceeded.

DISTINGUISHING FEATURES:

The Instructional Student Assistant classification is distinguished from other Student Assistant classifications by the nature of work performed. The majority of work performed in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term by Instructional Student Assistants is tutoring, grading and/or teaching work while the other Student Assistants perform other duties including clerical, technical, custodial, laborer or other work as assigned.

Classification code 1151 (On-Campus Work-Study) is for Work-Study students funded by the Federal Work-Study Program. Appointments to this classification code must meet provisions of the Federal Work-Study Program and are not limited by a maximum number of hours.

TYPICAL QUALIFICATIONS:

Knowledge and Abilities:

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.

Special Qualification:

- ◆ 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.