

# Instructional Student Assistants (ISA) Application

Submit completed and verified application via EMAIL to the hiring department or program

Semester:  Spring  Summer  Fall  Winter Year: \_\_\_\_\_

Hiring Department / Program Center: \_\_\_\_\_

Position: \_\_\_\_\_ Position Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI \_\_\_\_\_

Student ID #: \_\_\_\_\_ Birthday: \_\_\_\_\_ / \_\_\_\_\_ / XXXX  
Month Day Year

Telephone: \_\_\_\_\_ Sac State Email: \_\_\_\_\_

Undergraduate  Graduate / Doctorate  Major / Program: \_\_\_\_\_

Are you an international student?  No  Yes Only F-1 and J-1 students are eligible to work on-campus while attending classes.

Will you use Federal Work Study for this position?  NO  YES

Will you be working as an ISA, Student Assistant, Graduate Assistant or Teaching Associate in any other department?

No  Yes → Department & Hours: \_\_\_\_\_  
Students may not work more than 20 hours a week (Fall & Spring only)

Will you be working as a Temporary Faculty or Staff Employee in any other department?

No  Yes → Academic Student Employees **MAY NOT** be concurrently hired as faculty or staff member.

Do you have prior experience? Attach a separate sheet describing your qualifications for the position OR resume / CV.

The information submitted in this application is true and correct to the best of my knowledge.

← Click here to verify Date: \_\_\_\_\_

## Hiring Department / Program Unit Verification

Student OVERALL GPA: \_\_\_\_\_ Units Enrolled: \_\_\_\_\_  Continuous Enrollment Documents Submitted

Is the applicant an international student?  No  Yes → Only J-1 and F-1 students are eligible to work on-campus while attending classes.

Hours Per Week / Semester (Choose One):

\_\_\_\_\_ to \_\_\_\_\_ OR \_\_\_\_\_ OR \_\_\_\_\_  
Span of hours cannot exceed 2-5 hour difference, (i.e. 5-10, 15-20, 2-7) Set weekly hours Hours per semester

Max. of 20 hrs a week during the Spring & Fall semesters.

ISA reports to (staff / faculty): \_\_\_\_\_ Ext: \_\_\_\_\_

**Chair / Unit Admin: I verify that the student meets the following requirements (check off boxes):**

- Unit Req - Graduate Students: 4-12 units / Undergraduate Students: 6 - 15 units
- GPA (overall) - Graduate Students: 3.0+ GPA / Undergraduate Students: 2.50 GPA

**AND that our department / program acknowledges the following (check boxes):**

- Students are NOT approved to start working until they have signed and returned their offer letter to Student HR.

**Will this student be the instructor of record for the assigned course as an ISA?**  No  Yes

**We are recommending this student for employment as an Instructional Student Assistant for the semester indicated.**

Electronic Signatures Accepted

\_\_\_\_\_  
Chair / Unit Administrator

\_\_\_\_\_  
Dept.

\_\_\_\_\_  
Ext.

\_\_\_\_\_  
Signature