

# Instructional Student Assistant (ISA)

Academic Student Employee (ASE) / Unit 11 Position Description

California State University, Sacramento

**Fill out this form and submit along with the ASE Personnel Transaction Form (PTF) and ASE (Unit 11) student application.**

The classification for Instructional Student Assistants is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff

Student Employee (name): \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Working Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## General Duties / Responsibilities (mark applicable items)

Please describe the major duties and responsibilities of the position, and provide a best estimate of the percentage of time spent on each area of responsibility.

	Percentage (%)
<input type="checkbox"/> Assist the instructor of record by conducting small discussion groups related to large lecture or television courses	_____
<input type="checkbox"/> Assist in supervising laboratory periods, workshops, production courses or other course activities	_____
<input type="checkbox"/> Assist the instructor by handling classroom equipment (projector, slides, etc)	_____
<input type="checkbox"/> Assist with proctoring tests and entering grades in record maintenance system for course	_____
<input type="checkbox"/> Clarify course material or course content for students	_____
<input type="checkbox"/> Develop and operate research equipment for courses	_____
<input type="checkbox"/> Prepare and care for research materials for courses as directed by instructors	_____
<input type="checkbox"/> Generally assist faculty in grading student work and examinations	_____
<input type="checkbox"/> Prepare course materials and aids	_____
<input type="checkbox"/> Perform other tasks as assigned:	_____
_____	_____
_____	_____
_____	_____
<b>Total:</b>	_____

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The supervisor will perform class observations.

Yes

No

Instructional Student Assistants are non-exempt employees. CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.