CALIFORNIA STATE UNIVERSITY, STANISLAUS
INSTRUCTIONAL STUDENT ASSISTANT (ISA) – UNIT 11 VACANCY ANNOUNCEMENT

Job Number: 6

Department: Learning Commons

Job Title: Summer Supplemental Instruction (SI) Leader (UEE)

Job Type: Instructional Student Assistant (ISA)

Wage/Salary: $15.00

Days/Hours: 10-40 hrs./wk

Location: remote

Openings: 7

How to Apply: In person or via email. Please complete and submit a student job application, SI availability form and a faculty recommendation form.

Start Date: June 1, 2021

When to Apply: April 22, 2021

Qualifications:

- Undergraduate student at CSU Stanislaus
- An overall GPA of 3.0 or more on a 4-point scale
- Content-competency in the course to be taught generally determined by the professor and generally determined by a grade of B or better in the course
- Strong organization, interpersonal, and communication skills
- Work under pressure and appropriately handle difficult situations
- Committed to helping others and working with a team
- Open-minded, flexible, and adaptable to change
- Possess self-motivation, willingness to accept supervision and constructive feedback
- Ability to implement recommendations for improvement
- Ability to work in a diverse environment with a variety of students
- Demonstrated above-average creative problem-solving, critical thinking, patience, and decision-making skills
- Must be available to attend a training day before the semester starts and
- attend weekly training meetings throughout the semester.

Preferred Qualifications:

- Junior or Senior Classification
- Prior enrollment with the professor teaching the course

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Job Description:

- Provide academic assistance in the form of Supplemental Instruction in one of the following courses:
  CHEM 1100, CHEM 1110, CHEM 3010, CHEM 3020, ZOOL 2250.
- Participate in professional development activities to improve skills, to continue to grow cultural competence, and reflections skills (including the Pre-training, training, All ISA and other SI meetings)
- Create a professional and welcoming environment by modeling respect for students' diverse cultures, languages skills, and experiences
- Utilize active listening and questioning strategies as the primary tutoring method to diagnose student needs, prior knowledge, skills, and monitor progress
- Work in a collaborative and interactive learning process with the students: using facilitating techniques and collaborative learning techniques
- Guide student participation, evaluate student performance, and provide appropriate feedback and encouragement
- Provide strategies on how to learn through study strategies (i.e. time management, note- taking, text book reading, test taking)
- Maintain neat, up to date, accurate and complete records, and help to maintain an orderly work environment.
- Utilize feedback and reflection to improve practice
- Recognize primary role to help students learn and become more confident, more successful, self-directed learners. Be direct and kind with students at the same time
- Make appropriate referrals to other campus and community resources.
- Attend all class meetings of the selected course, take notes, do homework and read all assigned material including texts and supplemental readings.
- Plan and facilitate two to three (2-3) study sessions per week throughout the semester using strategies learned through the SIL training workshop.
- Take student attendance records during SI session.
- Regularly meet with SI Supervisor and SI Mentor for debriefing sessions.
- Provide extra SI sessions as necessary before exams.
- Maintain contact throughout the semester with professor teaching the course.

Contact:

Thomas Berry: tberryl@csustan.edu or 209-664-6738

Job will be posted on: 04/15/2021 **Job will go off-line on: 06/01/2021**

All offers of employment are contingent upon presentation of documents demonstrating the applicant's identity and eligibility to work in the U.S., in accordance with the Immigration Reform & Control Act.

Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the University.

The university is an equal opportunity employer, with a strong commitment to the principle of diversity, and does not discriminate on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, disabled veteran or Vietnam-era veteran status.

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EQUAL EMPLOYMENT OPPORTUNITY
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Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at (209) 667-3159.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

CLERY ACT DISCLOSURE
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Stanislaus State annually posts the Campus Security Report. The annual report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Stanislaus State; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, and sexual assault. You can obtain a copy of this report at: https://www.csustan.edu/annual-campus-security-report .

Or you may request a printed copy by calling: (209) 667-3572; fax: (209) 664-7011; or email: compliance@csustan.edu.

Information regarding campus security reports at other locations can be found at: https://ope.ed.gov/campussafety/#/

CRIMINAL BACKGROUND CLEARANCE NOTICE
The university requires a criminal and/or child abuse background check to be completed for many of its new employees, current employees seeking promotional or transfer opportunities, and current employees assigned new duties. Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position. Failure to consent to any background check will disqualify an applicant from further consideration. Additionally, an applicant who fails to provide the necessary information or who provides false or misleading information may also be disqualified from further consideration. Later discovery of false or misleading information related to the background check may result in the offer of employment being withdrawn or subject the employee to disciplinary action, up to and including termination.