

# Job Posting - Open Hire Positions Available Department of Biological Science

## **Instructional Student Assistant (ISA)**

Class Codes 1150 or 1151 (On-Campus Work Study)

### **Positions**

An Instructional Student Assistant is a CSUF graduate or undergraduate student who is appointed at an hourly rate to perform teaching, grading or tutoring duties, during an academic term, under the direct supervision of an appropriate faculty member.

### **Duties may include the following**

- providing classroom, laboratory, and/or field instructional assistance to a faculty member or student,
- assisting with laboratory periods, workshops, or other course activities,
- administering to students course materials or assignments prepared by the supervising faculty member,
- grading student work and otherwise assessing student performance,
- holding scheduled office hours to provide tutoring or other assistance to students,
- attend lectures and preparatory meetings, and
- other duties as assigned.

Participation in the Laboratory Safety Class offered by the CSUF Research and Instructional Safety Office is required for continued appointment (if lab work is part of the assigned duties).

### **Qualifications and Hiring Criteria\***

- Currently enrolled or admitted to a CSUF degree program.
- Knowledge of the subject matter of the course(s) to which the individual is assigned.
- Familiarity with CSUF and Biology Department policies and procedures on field trips, Department vehicle use, and lab safety is expected, where appropriate.
- Ability to relate well to others within the academic environment.
- Ability to supervise, assist, instruct, and evaluate students effectively.
- For the initial appointment, evidence of satisfactory achievement in previous academic work and for reappointment, satisfactory performance evaluation and agreement by research adviser if applicable.

*\*Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.*

### **Classification, Salary and Continued Appointment**

For subsequent appointment, the student must be in good standing, as defined by the University and Department, and the student's previous performance must have been evaluated as satisfactory, with re-hiring recommended.

### **Application Procedures**

To apply, contact the Office of Biological Science (657) 278-3614.

### **Application Deadline**

Application review will begin immediately and continue until the position is filled. For more detailed information about the department and this position contact [klau@fullerton.edu](mailto:klau@fullerton.edu) or visit our website

<http://biology.fullerton.edu/>

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