Instructional Student Assistant (25 positions)
Smart Start, UAS 1553

Salary Range: $13.25/hourly

Work Schedule: This is a part-time position; Monday – Friday; hours to be determined; 4-20 hours per week; Non-exempt position. This position is not eligible for benefits.

Essential Functions: Under the general supervision of the SI Coordinator and the Coordinator’s assistant, the incumbent will provide academic assistance and instruction for students by planning and leading an interactive, active learning group for one of the following: Math 1000 – Quantitative Reasoning, Math 1082- Pre-Calculus, and Math 1090 – Statistics. In this out-of-class group session, students will review lecture notes and participate individually or in small group activities, while learning new study skills to help master the subject and future subjects.

Duties:

30%- Mandatory attendance of class lectures in a designed Math course with the students.

30%- Will lead several weekly SI breakout sessions where they facilitate group discussions and use strategies that help students better understand the course materials.

25%- Will attend trainings, meetings and workshops with a CSU SI trainer on campus.

10%- Will prepare for SI sessions, this includes reading required text, doing homework, planning and developing handouts for sessions and filling out planning sheets for each session.

5%- Other duties as assigned.

Requirements: The incumbent must be a student currently attending Cal State LA. A completed Student Enrollment application is required along with proof of course schedule to determine enrollment status. The incumbent must have completed coursework recently in a Mathematics 1000, 1082, or 1090 or related course, and have passed with a grade of B or better. The incumbent must be available for two All Day SI training sessions with a Cal State LA SI trainer on campus, one monthly staff meeting, as well as have the flexibility to attend the course/lecture every week, AND hold at least two hour-long sessions per week. The incumbent must have strong organizational skills and the ability to work independently and collaboratively as part of a team; relate well to others within the academic environment. The incumbent must demonstrate sensitivity to students and their needs, as well as interest. You must list ALL math courses from your transcript that might apply to this position on your application. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS
employment application is required. The hiring process includes both an exam (to test your knowledge in
the subject area) and an interview.

**Desired Qualifications:** Good library research, writing, and people/social skills, as well as an
ability to be flexible and mentor undergraduate students.

Review of applications/resumes will begin July 03, 2018 and will continue until the position is filled;
however, the position may close when an adequate number of qualified applications are received. You
may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc.,
5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

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Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources
Department. UAS is an Affirmative Action/Equal Opportunity Employer.

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qualified applicants will receive consideration for employment without regard to race, color, religion,
sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status,
or any other characteristic protected by applicable federal, state, or local law.

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