***HIGHLIGHTED SECTIONS ARE BOILERPLATE – PLEASE DO NOT ALTER***

**Instructional Student Assistant Position**

College of <**college name**>

**Position:**

Instructional Student Assistant for [DEPARTMENT/DIVISION/SCHOOL OR PROGRAM]

**Starting Date:**

Beginning [Semester or Term] [Year]

**Minimum Qualifications:**

Degree-seeking undergraduate or graduate student. Instructional Student Assistant must be currently enrolled in or admitted to a CSULA degree program. Ability to demonstrate a commitment to working effectively with faculty, staff, and students in a multicultural/multiethnic urban campus environment with a substantial population of first-generation students.

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

**Preferred Qualifications:**

[NOTE: REVISE AS APPROPRIATE. EXAMPLES INCLUDE:] Good research skills and writing proficiency, as well as an ability to mentor undergraduate students, are preferred.

**Hiring Criteria:**

[NOTE: AS APPROPRIATE, BASED ON YOUR MINIMUM AND PREFERRED QUALIFICATIONS. FOR EXAMPLE:] The successful applicant should be an effective writer and communicator, possess basic technology competencies, have a compatible schedule with course to be assisted, and a minimum G.P.A. of \_\_\_\_\_\_.

**Duties:**

[NOTE: AS APPROPRIATE. MUST BE ACADEMIC WORK, RELATED TO THE STUDENT’S DEGREE OBJECTIVE. FOR EXAMPLE:] Under the general supervision of the faculty member or Director, the Instructional Support Assistant will provide assistance in the instruction of students by grading, tutoring, assisting in laboratories, mentoring other students, and other related tasks.

**Salary:**

Current Instructional Student Assistant rate. This appointment will be for a range of 0-XX hours per week.

[NOTE: YOU MAY LIST THE ACTUAL SALARY, BUT ONCE LISTED, THIS IS WHAT YOU MUST PAY.]

**The University:**

California State University, Los Angeles (Cal State LA) is one of 23 campuses within the California State University system.  The University is the premier comprehensive public university in the heart of Los Angeles. Cal State LA is ranked number one in the U.S. for the upward mobility of its students, and is dedicated to engagement, service, and the public good.  We offer nationally recognized programs in science, the arts, business, criminal justice, engineering, nursing, education, ethnic studies, and the humanities. Our faculty have a strong commitment to scholarship, research, creative pursuits, community engagement, and service.

Our 240,000 alumni reflect the City and County’s dynamic mix of populations.  The University has one of the most diverse student populations of any college or university in the nation.  As a federally recognized Hispanic-Serving Institution, and Asian-American, Native American, and Pacific Islander-Serving Institution, Cal State LA recognizes the transformative power of education and embraces its duty to identify and serve the needs of all of its students. The University is committed to creating a community in which a diverse population can live, work and learn in an atmosphere of civility and respect for the rights and sensibilities of each individual.

**Required Documentation:**

Standard documentation includes: letter of application, curriculum vita, GET print-out verifying enrollment in a program of study, three letters of recommendation and the University’s Application for Academic Employment ([found here)](http://www.calstatela.edu/univ/cdc/campusjobs).

Employment is contingent upon proof of eligibility to work in the United States.

**Application:**

Indicate the application deadline date or state “Applications accepted at any time.”

Address applications, required documentation and/or requests for information to:

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_

California State University, Los Angeles

5151 State University Drive

Los Angeles, CA 90032-8162

Note: The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Beginning January 1, 2022, campuses may not hire or reappoint an Employee to perform CSU-related work outside of California. Requests for exceptions are very limited based on CSU Policy and must have prior written approval from the University President.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

In addition to meeting fully its obligations under federal and state law, Cal State LA is committed to creating a community in which a diverse population can live, work and learn in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. To that end, all qualified individuals will receive equal consideration without regard to economic status, race, ethnicity, color, religion, marital status, pregnancy, national origin or cultural background, political views, sex, sexual orientation, gender identification, age, disability, disabled veteran or Vietnam era veteran status.

AN EQUAL OPPORTUNITY/TITLE IX EMPLOYER

Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause undue hardship.