

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**ACADEMIC STUDENT EMPLOYEE UNIT 11 - ISA**  
**POSITION AVAILABLE:**  
**FALL QUARTER, 2017**

**CLASSIFICATION/JOB TITLE**

Instructional Student Assistant (60 positions available)

**DEPARTMENT**

Office of Financial Aid & Scholarships – Federal Work-Study Program – America Reads & America Counts

**GENERAL DESCRIPTION OF DUTIES**

Instructional Student Assistants (ISA): Under immediate supervision, the ISA will provide tutorial support individually or in group sessions K-6 in reading, K-9 in math and family literacy programs. ISAs will be placed in local school districts and tutorial agencies throughout the Inland Empire.

Classification Standards for Unit 11 Employees:

<http://academicpersonnel.csusb.edu/academicStudentEmployees/index.html>

**MINIMUM QUALIFICATIONS**

- Currently enrolled at least half-time (6 or more units) as an undergraduate/graduate student at CSUSB
- Must maintain Satisfactory Academic Progress (SAP)
- Must be able to work cooperatively with faculty, staff and other students

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

**TIMEBASE OR HOURS OF APPOINTMENT**

**0 - 20 hours per week**

**HIRING CRITERIA**

- File 2017/2018 FAFSA Application
- Enroll in ESEC 545 (tutor preparation class); meets 5 Saturdays during the term
- Pass criminal background check (Live Scan, TB and Drug tests)

**APPLICATION PROCEDURES AND DEADLINE**

- Submit an ISA application to the Office of Financial Aid & Scholarships – Work-Study in University Hall, Room 150
- ISA positions are open until filled

**PROCEDURES FOR NOTIFICATION**

Applicants awarded a position will be notified

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT**

Work-Study Student Line: (909) 537-5226

*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.*

*California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.*