



Job Description

EMPLOYEE NAME:

Department: STEM Success Center

Position Title: INSTRUCTIONAL STUDENT ASSISTANT

Job Code: 1150

Time Base: Up to 20 hrs/wk during semester

Position Reports To:

Classification: Academic Student Employee

Range Code:

Exempt ___ **Non-Exempt** __X__

Union / Unit: International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW)/Unit 11

PURPOSE OF POSITION: Provides academic instructional support for CSTEM courses.

MAJOR RESPONSIBILITIES:

Student Support Responsibilities
Training Responsibilities
Administrative Responsibilities

% OF TIME

85%
10%
5%
100%

LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY:

Student Support Responsibilities

1. Work collaboratively with students to provide individual and group tutoring via in-person and virtual forums.
2. Provide academic tutoring in select courses and on related subjects/topics
3. Seek to enhance/promote/foster fundamental studying skills to students in order to prepare them for current and future courses by:
 - a. Clarifying and reviewing concepts presented in class,
 - b. Providing clear explanation of processes in order to help students solve specific problems,
 - c. Listening and responding to academic needs of others with creativity, energy, sensitivity, and patience,
 - d. Sharing subject-specific study skills,
 - e. Introducing students to other academic support services found on campus.
4. Motivate students to become more independent learners.
5. Contribute to a welcoming, positive, supportive, safe and calm environment for all.
6. Develop new content-specific strategies/materials for tutoring and share with supervisor and other tutors.

Training Responsibilities

1. Participate in beginning of the semester and ongoing as required by supervisor
2. Engage with other undergraduate tutors in learning strategies and administrative activities.
3. Participate in peer observations of other tutors and be observed by other tutors and/or leads/supervisors.

Administrative Responsibilities

1. Meet periodically with the leads/supervisor and attend all required activities.
2. Be prepared to discuss proper tutoring techniques with other tutors and leads/supervisors.
3. Notify leads/supervisor about problems or potential problems.
4. Maintain a professional attitude at all times.
5. Notify your lead/supervisor ASAP if you cannot come to your scheduled shift for a verifiable reason. Missing a shift without advance notice to the lead/supervisor and/or without a valid reason will result in loss of pay for hours missed. Repeated occurrences must be addressed with the supervisor to determine the proper course of action.
6. Return all books, supplies, keys, etc. at the end of each semester.

SUPERVISION OF OTHERS: This position does not require the supervision of others.

REQUIREMENTS OF POSITION:

1. **List certificates, licenses, or education required**

- Requires admission and registration as a CSUSM student
- Must have a grade of “B” or better in the highest-level class being tutored (EDIT AS NEEDED)
- IF DESIRED ADDITIONAL REQS

2. **List additional knowledge, skills, and abilities required for this position and tell *why* it is required. Relate the requirement to the major responsibilities**

- Ability to commit to a regular weekly schedule, and to be prompt and professional.
- Ability to learn and perform assigned work.
- Excellent interpersonal skills with an ability to work cooperatively with faculty, staff, and other students
- Ability to accept responsibility.
- Willingness to learn new concepts and skills related to the work of a peer educator.

3. **List machines, tools, equipment, and motor vehicles used in the performance of the duties**

- General office equipment such as telephones, copiers, printers and PC or Mac computers.

4. **Unique working conditions**

- None

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

The peer educators interact with other CSUSM students, faculty (both tenure-track and part-time faculty), and staff members on a daily basis in order to maintain a student-first environment.

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describe the extent of the specific activity performed by this employee on a daily basis.

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Sitting		x			
2. Standing		x			
3. Walking		x			
4. Bending Over	x				
5. Crawling	x				
6. Climbing	x				
7. Reaching overhead	x				
8. Crouching					
9. Kneeling	x				
10. Balancing	x				
11. Pushing or pulling	x				

12. Lifting or carrying
- A. 10 lbs or less
 - B. 11 to 25 lbs
 - C. 26 to 50 lbs
 - D. 51 to 75 lbs
 - E. 76 to 100 lbs
 - F. Over 100 lbs
13. Repetitive use of hands/arms
14. Repetitive use of legs
15. Eye/hand coordination

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
		x			
		x			
	x				
	x				
	x				
	x				
	x				
		x			
	x				
	x				

16. Driving cars, trucks, forklifts and other equipment
17. Being around scientific equipment and machinery
18. Walking on uneven ground

Yes	No
	x
	x
	x

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing others	x				
2. Writing		x			
3. Using math/calculations		x			
4. Talking		x			
5. Working at various tempos		x			
6. Concentrating amid distractions		x			
7. Remembering names		x			

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside		x			
2. Outside	x				
3. Humid	x				
4. Hazards	x				
5. High places	x				
6. Hot	x				
7. Cold	x				

8. Remembering details	<input checked="" type="checkbox"/>			
9. Making decisions	<input checked="" type="checkbox"/>			
10. Working rapidly	<input checked="" type="checkbox"/>			
11. Examining/ observing details	<input checked="" type="checkbox"/>			
12. Discriminating colors	<input checked="" type="checkbox"/>			

8. Dry	<input checked="" type="checkbox"/>			
9. Wet	<input checked="" type="checkbox"/>			
10. Change of temp	<input checked="" type="checkbox"/>			
11. Dirty	<input checked="" type="checkbox"/>			
12. Dusty	<input checked="" type="checkbox"/>			
13. Odors	<input checked="" type="checkbox"/>			
14. Noisy		<input checked="" type="checkbox"/>		
15. Working w/others		<input checked="" type="checkbox"/>		
16. Working around others		<input checked="" type="checkbox"/>		
17. Working alone		<input checked="" type="checkbox"/>		

APPENDIX E

DESCRIPTION OF DUTIES FORM

Term: Spring Supervisor: Course #: varies

Course Title: STEM Success Center Location: ELB 250 & Online

Day/Time: TBD Employee Name:

The job duties designated below are required of the employee. Care should be taken to ensure that the time required to complete these duties is consistent with the hours established in the appointment notice. Please check the appropriate items and describe, as applicable:

- Attend course lectures
- Present lectures Frequency/dates: _____
- Instruction/supervision of _____ sections/courses/labs per week
- Preparation
- Hold _____ office hours per week
- Supervisor/ASE(s) meetings Frequency/duration: _____
- Attend pedagogy classes required for training purposes
- Read and evaluate student papers. Describe:
- Proctor examinations
- Perform individual and/or group tutoring
- Maintain/submit student records (e.g. grades)
- Evaluate student assignments
- Provide research assistance
- Perform other tasks as assigned. Please list: Assist in the organization and maintenance of the center

The supervisor will perform class observations. Yes _____ No

Teaching Associates are non-exempt employees who may be appointed up to the equivalent of full-time (40 hours per week) over the period of the appointment. Graduate Assistants and Instructional Student Assistants are non-exempt employees. CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.

