

## Instructional Student Assistant (ISA)

# Position Description

**<Insert Department Name Here>**

**Assignment:**

< Insert a brief yet specific statement describing the assignment.>

**Position Summary:**

Under supervision, Instructional Student Assistants in this classification perform instruction, grading or tutoring duties for the majority of work hours.

**Duties:**

The majority of work performed by an Instructional Student Assistant is:

Instruction – Under appropriate supervision by the course assigned faculty member, implements faculty member’s course content and methodology requiring specific advanced knowledge of the course content;

Grading – Assessment of student work requiring specific academic knowledge directly related to the subject matter with authority to assign a grade (i.e. test or assignment grades) within a range of points; and/or

Tutoring – Individual or group instruction requiring advanced knowledge of discipline or subject matter.

Incumbents must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required to teach, grade or tutor a course.

**Other:**

Instructional Student Assistants must be admitted and currently registered students.

Instructional Student Assistants may work up to 20 hours per week during academic periods and may work up to 40 hours per week during academic break periods.

**Job Class Codes:**

1. Instructional Student Assistant
2. Instructional Student Assistant, - On-Campus Work Study
3. Instructional Student Assistnat, - Off-Campus
4. Instructional Student Assistant, - Off-Campus Work-Study