



The JHBC College of Business & Public Administration  
**FACULTY INSTRUCTIONAL STUDENT ASSISTANT (ISA) REQUEST FORM**

ACAD. YR: 2025 **CHOOSE ONLY ONE** ☐ FALL ☐ WINTER ☐ SPRING ☒ SUMMER

Faculty Name \_\_\_\_\_

E-mail: \_\_\_\_\_

Department \_\_\_\_\_

Phone Ext. \_\_\_\_\_

☐

There's a student that I'd like to **hire/rehire** as my Instructional Student Assistant for the new semester. The student's name is: \_\_\_\_\_

Phone no. or e-mail: \_\_\_\_\_

☐

**Justification for ISA:**

Paid by the college, pending approval. **To the best of your ability select the option from below that both of you and the student agree is most realistic to the amount of work and time available for the student to complete this semester. The student should have enough work to complete the hours you requested for this semester**

The student and I have chosen Option # \_\_\_\_\_ working \_\_\_\_\_ hours per week for 11 weeks.

Please select funding source to use: \_\_\_\_\_ PDF \_\_\_\_\_ (GBPF) College fund \_\_\_\_\_ Other: \_\_\_\_\_

OPTION	HOURS PER WEEK	NUMBER OF WEEKS	TOTAL WORK HOURS	APPROX. TOTAL TO BEPAID
<b>1</b>	10 hours per week	11 weeks for Speaking Ctr	110 hours	\$1967.00

Faculty note: ISA hours per week are dependent upon budget availability. The general range is 20 hours of ISA assistance per week; this is dependent upon the number of overall faculty ISA requests. Additional hours can be paid from a faculty member's pdf.

List some skills that would be helpful: \_\_\_\_\_

**Note: If you already have a student you'd like to hire, remind them to complete a student application and submit it to Lisa Peña In JB-461, or to [lisa.pena@csusb.edu](mailto:lisa.pena@csusb.edu) as we need to verify if they have a SSN, among other required information, as well.**

I certify that I'm eligible to receive an assigned graduate/lab assistant. I will not promise individual employment and will ensure that the student **does not** commence work until the hiring process for this assigned Instructional Student Assistant has been completed. I also understand that **neither** the student nor I will assume that the student can continue as an instructional student assistant for the following semester. **Both students and YOU must resubmit new request forms to hire or rehire an Instructional Student Assistant for the new semester.**

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

JHBC ISA Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

☐

JHBC Dean's Office – check here if the faculty member is requesting from one of the two options to be paid by the college fund.