

JHBC INSTRUCTIONAL STUDENT ASSISTANT APPLICATION FORM FOR STUDENTS - PART 1 OF 3 FORMS

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

I'm applying as a: ☐ **New Student** ☐ **Student for Rehire** ☐ **Concurrent Hire** (first time working two JHBC jobs at the same time)

If you anticipate being a **concurrent hire**, name the other office/person you'll be working for within the same semester _____

STUDENT INFORMATION *Because student information changes frequently, please submit your information below again.*

FULL NAME _____ COYOTE.I.D _____
ADDRESS, CITY, STATE _____ E-MAIL ADDRESS _____
ZIP _____ ALTERNATE E-MAIL _____
PHONE _____ SOCIAL SECURITY NO.? ☐ YES ☐ NO
GENDER ☐ Male ☐ Female ETHNICITY _____
U.S. CITIZEN? ☐ Yes ☐ No VISA STATUS _____
RESUME ATTACHED? ☐ Yes ☐ No I-9 ON FILE OR ATTACHED? ☐ On File ☐ Attached

EDUCATION

LEVEL	DEGREE	INSTITUTION	MONTH & YEAR	MAJOR
HIGH SCHOOL	_____	_____	_____	_____
SOME COLLEGE	_____	_____	_____	_____
A.A.	_____	_____	_____	_____
BACHELOR'S	_____	_____	_____	_____
MASTER'S	_____	_____	_____	_____
OTHER:	_____	_____	_____	_____

COURSES & UNITS TAKING NEXT SEMESTER

COURSE NAME	NO. OF UNITS	PROFESSOR'S NAME	WUP/CRSE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Your concentration in your program: _____

Expected Grad. Sem. & Year _____

Describe any skills you've gained from your professional experience: (i.e., research skills, SPSS experience, website experience, marketing strategy, financial analysis, accounting, etc.): _____

Describe your involvement in any class group projects and/or as a member of a student club. Briefly explain If you held or hold an officer position with a student or off-campus organization: _____

OPTION	HOURS PER WEEK	NUMBER OF WEEKS	TOTAL WORK HOURS	TOTAL TO BE PAID
1	10 hours per week	11 weeks per semester	110 hours	\$1967.00

Reminder: An ISA appointment is for **one semester (or Summer sessions)**. The number of work hours per week for each appointment depends on which option you and the professor agree to. To the best of your abilities, select the option from above that both of you agree is more realistic regarding the amount of work to be completed and the time available to complete it. Almost all ISA positions are paid from a certain college fund, which means that a student is eligible for **one ISA appointment per semester**.

Reminder: Before and during the recruitment period, students are encouraged to talk with JHBC faculty about possibly working for them as Instructional Student Assistants. If you agree to work together, indicate with a checkmark below before you submit this form. **You'll both still need to submit the proper forms.** Remember, there's no guarantee that all student applicants will find a match with a faculty member. Please sign and date below.

☐ Professor _____ has agreed to hire me as an ISA next semester. We have selected **Option#** ☐ working ☐ hrs/week.

Student's signature _____

Today's date _____

☐ Check here if the student is hired. Prepare the appointment form, offer letter, and SS letter if needed. Finally, enter the information on PeopleSoft.

JHBC ISA Coordinator _____

Today's Date _____

This bottom section is for JHBC use ONLY.

Rev. 07/08/24 LP

PART 2 OF 2 FORMS

IMPORTANT INFORMATION FOR STUDENTS APPLYING TO JHBC'S INSTRUCTIONAL STUDENT ASSISTANT PROGRAM

(Please read and then sign below)

STATEMENT OF NON-DISCRIMINATION

California State University, San Bernardino, does not and will not discriminate against any applicant regardless of race, religion, color, national origin, sex, age, status as a protected veteran and/or individual with a disability to any position for which the applicant is qualified.

GENERAL DESCRIPTION OF AN INSTRUCTIONAL STUDENT ASSISTANT

Overview: Under supervision, Instructional Student Assistants in this classification perform teaching, grading or tutoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. Assignments are made by academic department or equivalent administrative unit by a specific supervisor at a CSU campus. The work may be performed on-campus or at an off-campus public agency or private non-profit organization under an agreement with a campus in the CSU system.

Distinguishing Characteristics: The Instructional Student Assistant classification is distinguished from other Student Assistant classifications by the nature of work performed. The majority of work performed in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term by Instructional Student Assistants is tutoring, grading and/or teaching work while the other Student Assistants perform other duties including clerical, technical, custodial, laborer or other work as assigned.

Classification code 1150 is to be used for appointments when the work site is on-campus and code 1152 is to be used when the work site is off-campus. Classification code 1151 (On-Campus Work-Study) and 1153 (Off-Campus Work-Study) are for Work-Study students funded by the Federal Work-Study Program. Appointments to these classification codes must meet provisions of the Federal Work-Study Program and are not limited by a maximum number of hours. **Typical activities** of Instructional Student Assistants may include: providing assistance to faculty conducting authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, etc. Some assignments may expose Instructional Student Assistants to student information that is protected under the FERPA guidelines.

TYPICAL QUALIFICATIONS: Knowledge and Abilities: 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 in order to teach, grade, or tutor a course. Special Qualifications:

- ◆ Admission or registration as a CSU student.
- ◆ On-Campus or Off-Campus Work-Study Instructional Student Assistants must meet the eligibility requirements of the Federal Work-Study Program, as determined by the campus financial aid office.

Experience: Evidence of satisfactory achievement in previous academic work is required for the initial appointment. For subsequent appointments, the student must show satisfactory progress toward completing their degree.

Education: For subsequent appointments, the student must show evidence of satisfactory progress toward completing their degree. Instructional Student Assistants must remain academically eligible by maintaining a graduate GPA of 2.5 or higher. The student must also maintain continuous enrollment and cannot be on probation during this time.

APPLICATION PROCEDURES FOR STUDENTS APPLYING FOR AN INSTRUCTIONAL STUDENT ASSISTANT POSITION

1. You must provide a typed application along with the second form, which includes important information where your signature is needed.
2. You must also submit a copy of your current résumé with your application (*in person or by e-mail*).
3. You are encouraged to talk with JHBC faculty and department chairs to see if they need an ISA for the new semester (*this may increase your chances of obtaining an ISA opportunity*). Also, both faculty and students **must** submit an application/request form every semester.

HIRING CRITERIA FOR An INSTRUCTIONAL STUDENT ASSISTANT

1. As previously mentioned, you are not eligible to apply for an Instructional Student Assistant (ISA) position if you are on "academic probation."
2. As previously mentioned, you must maintain a 2.5 GPA while working as an Instructional Student Assistant and be enrolled at least half-time (6 units undergraduate; 4 units graduate).
3. If you're a **new hire**, you'll be required to first attend a Human Resources New Hire Orientation before you can begin work and enroll and pass course ESEC 5450 (tutor training). There's a Confidentiality Form they'll give you to complete and bring to Lisa Peña in JB-461.
4. If you accept an Instructional Student Assistant job offer, you must be willing to take an employee background check.
5. If you need a Social Security number, let us know as soon as you receive an offer so we can give you the information to obtain one and a contingency offer letter to take to the local Social Security office.
6. You must list on your ISA application form the classes and units for each class you'll be taking during your time as an ISA.
7. No student will be allowed to participate in the ISA program if it creates dual employment, **working over 20 hours on campus.**
8. If a student must terminate their ISA appointment early for a valid reason, they must submit a formal notice to Lisa Peña (JB-461) and their supervisor.

HOURS OF APPOINTMENT

The hours of an Instructional Student Assistant appointment will be determined mainly by the needs of the faculty supervisor for that given semester. They are usually 20 hours per week.

DEADLINE FOR APPLICATION AND NOTIFICATION PROCEDURES

The deadline for both the students and the faculty members is given in the recruitment e-mail notice that goes out to each group. The notification procedure is an e-mail to the eligible students confirming their requested match with a faculty supervisor and requesting they come by Lisa Peña's office (JB-461) to sign the offer letter or sign by email. It also provides them with details about their monthly timesheets and the evaluation to be completed by their supervisor.

If a student is a rehire, they can start at the start date given on the offer letter. However, new hires and those needing a social security card must complete all the steps mentioned in this form before they can start working with their faculty supervisor.

Signing below and on the Student ISA Application indicates that you’ve read, understood, and agreed to the above information.

Student’s Name

Today’s Date

Student’s Coyote I.D.

Student’s Concentration