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| **STUDENT ASSISTANT (SA)** |
| **Minimum Qualifications -** Must be continuously enrolled at Cal Poly in a minimum of 6 units for undergrad and 4 units for grad for each quarter worked. May work one quarter following graduation. |
| **Description** |
| Perform duties ranging from unskilled to skilled in a variety of positions that typically require the use of manual, clerical, public contact and/or analytical skills. No research or instructional related activities. |

**Bargaining Unit 11 – Academic Student Employee Classifications**

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| **INSTRUCTIONAL STUDENT ASSISTANT (ISA)** |
| **Minimum Qualifications** - Must maintain continuous enrollment at Cal Poly in a minimum of 1 unit to be eligible for appointment as an ISA in any academic quarter. No possibility for extension of appointment in a non-enrolled quarter. |
| **Description** |
| **INSTRUCTION ASSISTANCE (all three must apply):*** The work performed by the student requires specific, advanced knowledge of the course content.
* The student would be implementing the faculty member’s course content and methodology.
* The faculty member would be providing appropriate supervision to ensure that the student’s work supports the course content/methodology.

**UNDERGRADUATE RESEARCH ASSISTANCE:*** Incumbents may assist faculty with research projects.
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| **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.

**NOT GRADING** *(use Student Assistant classification for these duties)****:**** Applying a key provided by the instructor to an objective test, calculating a result, and providing it to the instructor or entering it onto a grade roster.
* Feeding scantrons into a reader and forwarding the machine’s output to the faculty member or entering the results on a grade roster.
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| **TUTORING:*** Individual or group instruction requiring advanced knowledge of discipline or subject matter (e.g. math or language tutors).

**Examples:*** Instructing students in use of specialized software that is targeted specifically to the curriculum of a course.
* Guiding the use of equipment which requires subject matter-specific knowledge and competence (i.e. guiding the use of a scanning electron microscope in the context of demonstrations and oversight).

**NOT TUTORING** *(use Student Assistant classification for these duties)****:***Instructing students in how to use general computer software in a general-use lab. |
| **RESEARCH:**Assisting with or participation in individual or group research (regardless of funding source) requiring advanced knowledge of discipline or subject matter. **Examples:*** Participation in research project which includes specialized tasks under direct supervision of researcher, research advisor or Principal Investigator
* Use of specialized software that is targeted to a specific area of research, or use of statistical software for the purpose of analysis of research data.
* Use of specialized equipment which requires subject matter-specific knowledge and competence, or is used for making measurements, calibration, or other related activities (i.e. use of a scanning electron microscope in the context of conducting research.) Typically the use of the specialized equipment would be learned during courses in the specific field of study.

**NOT NECESSARILY RESEARCH** *(may use Student Assistant classification for these duties)****:***Assisting with or participation in individual or group research (regardless of funding source) that does not require advanced knowledge of discipline or subject matter. Generally, a student outside the major or discipline specific to the research project should be able to perform any general tasks that do not require discipline-specific knowledge.**Examples:*** General collection of specimens for use in research study, unless specific academic disciplinary knowledge or expertise is required for their collection or for screening and selection of specimens (discretion of research advisor/PI would be necessary to make this determination)
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| **GRADUATE ASSISTANT (GA)** |
| **Minimum Qualifications** - Must be registered in a CSU graduate degree program. |
| **Description** |
| Graduate Assistants are provided part-time employment and practical experience in fields related to their advanced study. Graduate Assistants provide professional non-teaching assistance to faculty members related to various professional and technical duties associated generally with the subject or programs in which the assistant is doing graduate work. Graduate Assistants are not responsible for the instructional content of a course, selecting student assignments, planning of examinations, determining the term grade for students, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course. Graduate Assistants may not be employed to assist in a course in which he/she is enrolled, nor should they be consulted regarding the grading of their peers. |
| **TEACHING ASSOCIATE (TA)** |
| **Minimum Qualifications** |
| * Equivalent to or completion of the requirements for a bachelor’s degree and concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.
* Knowledge of the subject matter of the discipline to which the individual is assigned.
* Ability to relate well to others within the academic environment and ability to instruct and evaluate students.
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| **Description** |
| Provides currently enrolled or admitted CSU graduate students with part-time employment offering practical teaching experience in fields related to their advanced study. Teaching Associates typically are responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, and determining course grades. Also, incumbents may assist faculty with field experience, supervision, simulation exercises and/or research projects. |