



ON-CAMPUS EMPLOYMENT OPPORTUNITY

Instructional Student Assistant (ISA)

Program: Study Session has been an academic retention program at Cal Poly since fall quarter 1994. It provides qualified peer facilitators to lead weekly discussion groups for traditional, historically challenging lower division STEM courses: biology, chemistry, physics, statistics, engineering, computer science, and mathematics.

Position: Instructional Student Assistants serve as qualified peer facilitators leading bi-weekly discussion groups for specific lower division STEM courses. Facilitators submit available hours, subjects, and number of groups they wish to lead (2-5 groups) several weeks before the quarter starts. Groups are formed around a leader's academic schedule.

Typical Duties: Prepare learning materials/worksheets, facilitate positive and dynamic learning environment, attend and participate in staff meetings and trainings, submit payroll hours and attendance.

Compensation: Starting salary is \$16.00 per hour.

Hours: Instructional Student Assistant works 0-16 hours between 9am and 9pm Monday through Friday during the Fall, Winter and Spring Quarters

Minimum Qualifications

- Currently enrolled Cal Poly student in good academic standing.
- Cumulative Cal Poly GPA of 3.0+ with final grades of B+ or higher in the target lectures.
- Must have taken courses to facilitate at Cal Poly
- Be able to provide an actual Social Security card or work permit to Payroll Services for identification.
- Prior experience in tutoring or leading groups is helpful, but not essential.
- Ability to engage and interact with others regardless of cultural background, socioeconomic level, sex, ethnic origin, or other stereotypes.
- Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the University.

Instructional Student Assistant (ISA) Training (Mandatory)

- If hired, ISAs must attend mandatory 8-hour ISA Training. ISA Training is offered approximately once per year, most commonly during first weekend of week 1 Fall quarter. All leaders **MUST** attend this paid training.

Supervisor: Trevor Forzetting, Coordinator
Office: Academic Skills Center – Kennedy Library, Room 112
Phone/email: 805-756-7663 • studysession@calpoly.edu

Submission Process

1. Open the attached application in Word – do not use Google Docs:
 - Save the file name from “Leader Application Study Sessions” to **your last name, first name**
2. Return your application to studysession@calpoly.edu
 - Please label the subject line as **“Study Session Leader Application”** when you email your application.
3. Study Sessions will evaluate your application and contact you if an interview is desired.
 - Applicants selected for an interview will be contacted by 7/30/2022.



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Due Date: Sunday, July 17th by 11:59 pm