



## ON-CAMPUS EMPLOYMENT OPPORTUNITY Instructional Student Assistant (ISA)

**Program:** Study Session, sponsored by Student Academic Services and the Division of Student Affairs, has been an academic retention program at Cal Poly since fall quarter 1994. It provides qualified peer facilitators to lead weekly discussion groups for specific lower division classes in the areas of 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 classes. 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, Submit payroll hours and attendance.

**Compensation:** Starting salary is \$13.50 per hour.

**Hours:** Instructional Student Assistant works 0-16 hours between 9am and 8pm Monday through Thursday 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.
- 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 a **MANDATORY** eight-hour paid ISA Training held on a Saturday. ISA Training is offered approximately once per year, most commonly during fall. Any ISA not able to attend and/or complete the training will be let go of hire. The Study Session Coordinator will provide potential ISAs with the estimated date for the next ISA training during an in-person interview.

**Supervisor:** Nick Bryden, Coordinator  
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**Phone/email:** 805-756-7663 • [studysession@calpoly.edu](mailto: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**
2. Return your application to [studysession@calpoly.edu](mailto:studysession@calpoly.edu)
  - Please label the subject line as “***Study Session Leader Application***” when you email your application.
  - Please attach your resume to your application email.
3. Study Sessions will evaluate your application and contact you if an interview is desired.