Study Session Instructional Student Assistant (ISA)

Study Session, sponsored by Student Academic Services and the Division of Student Affairs, has been at Cal Poly since fall 1994. It provides qualified peer facilitators to lead bi-weekly discussion groups for specific lower division classes in the areas of biology, chemistry, physics, statistics, engineering, computer science, and mathematics. California Polytechnic State University is an equal opportunity employer with all applicable laws providing equal employment opportunities.

Minimum Qualifications
- Currently enrolled Cal Poly sophomore, junior, or senior in good academic standing;
- Cumulative Cal Poly GPA of 3.0+ with final grades of B+ or higher in the target lectures.
- At least one positive recommendation from a college/university professor.
- 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 these minimum eligibility qualifications may be granted at the sole discretion of the University.

Position Information
- Depending on their current class schedule, leaders submit available hours, subjects, and the number of groups they wish to lead (2-5 groups) several weeks before the start of the quarter.
- Leaders are assigned groups of 8-18 students to meet on campus twice weekly for an hour between 9 AM and 8 PM.
- Groups meet throughout the quarter starting with Week 1. No groups meet during finals week.
- There are four, mandatory one-hour staff meetings on Thursdays at 11 AM during weeks 1, 4, 6, and 10 of each quarter.
- One hour of preparation per week is paid for each unique subject led.
- New hires will complete eight paid hours of program training at $12/hour.

Expectations – if hired, you will be expected to
- Arrive on time, be knowledgeable in the subject, take attendance each meeting, and learn everyone’s name.
- Provide worksheets, work individually or collectively; create a positive and welcoming environment.
- Attend and participate in staff meetings; submit documents in a timely manner.
- Complete ISA Training within 1-2 quarters of hire.
- Communicate with program staff in a timely manner.

Instructional Student Assistant (ISA) Training
- ISA Training is offered approximately once per quarter depending on need. All leaders MUST attend ISA Training. This is a 4-hour paid training.

Salary
- The starting salary is $12.00 per hour.

How to Apply for this Position
- Email your completed application as a Word document to Study Session at studysession@calpoly.edu
- Submit Recommendation form to a college/university professor. This will be returned separately.
- Qualified applicants will be contacted for an interview appointment.

Sponsored as a coordinated effort of Student Academic Services and Student Affairs Division