



Position Description for 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 student in good academic standing.
- Cumulative Cal Poly GPA of 3.0+ with final grades of B+ or higher in the target lectures.
- Two positive recommendations, usually from a Cal Poly professor.
- 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.

Position Information

- Leaders 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.
- Leaders are assigned groups of 8-16 students to meet on campus twice weekly 9 AM to 8 PM.
- Groups meet throughout the quarter starting with Week 1. No groups meet during finals week.
- Staff Meetings meet on Thursdays at 11 AM during weeks 1, 4, 6, and 10 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 \$13/hour.

Expectations – if hired, you will be expected to

- Arrive on time, know 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 payroll hours and roll weekly.
- 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, most commonly during fall and spring quarters. All leaders MUST attend this four-hour paid training.

Salary

- Starting salary is \$13.00 per hour.

How to Apply for this Position

- Submit your application to Study Session at studysession@calpoly.edu
- Submit recommendation form to a college/university professor to be returned separately.
- Qualified applicants will be contacted for an interview appointment.