

# FOWLER COLLEGE OF BUSINESS

## Instructional Student Assistant

GENERAL DESCRIPTION OF DUTIES: Typical activities of Instructional Student Assistants may include:

- Perform academic related duties such as tutoring, grading, evaluating, and teaching work;
- generally assisting faculty in preparing course materials and aids, or performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants.

MINIMUM QUALIFICATIONS: Knowledge and Abilities: Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to assist, and train students. Experience: For the initial appointment, evidence of satisfactory achievement in previous academic work. For subsequent appointment, evidence of satisfactory progress toward completion of the degree. Education: Equivalent to completion of the requirements for a bachelor's degree or registration in a CSU graduate degree program. Current students must have a 3.0 GPA to be eligible for appointment—NO EXCEPTIONS! Students enrolled in credential programs are not eligible for this position. Students can be enrolled in a graduate degree program in the Fowler College of Business.

EXCEPTIONS: Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the hiring department/authority.

APPLICATION PROCEDURES OR HIRING UNIT CONTACT PERSON: Fill out the ISA application form located at the back of this document. If interested in a potential position in the **Finance, Management, or Marketing** departments, please forward the completed application, and supporting documents, to *Stephanie Smith - stephanie.smith@sdsu.edu*. If interested in a potential position in the **School of Accountancy or MIS Department**, please forward the completed application, and supporting documents, to *Debra Woodman - dwoodman@sdsu.edu*. Also, attach a copy of (1) your most recent SDSU transcript and (2) Program of Study (POS). The POS is needed only for students who have completed at least two semesters as a graduate student at SDSU.

HIRING CRITERIA: Desired skills and abilities will vary according to the specific position, but specific skills in the functional business areas are desired. Strong computing and/or oral/written communication skills are integral to some of the positions.

**KNOWLEDGE AND ABILITIES:** Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist, and train students; and ability to assist faculty in the conduct of special projects/research within the discipline. **Experience:** For the initial appointment, evidence of satisfactory achievement in previous academic work. For subsequent appointment, evidence of satisfactory progress toward completion of the degree. **Education:** Equivalent to completion of the requirements for a bachelor's degree or registration in a CSU graduate degree program. Current students must have a 3.0 GPA to be eligible for appointment **NO EXCEPTIONS!** Students enrolled in credential programs are not eligible for this position.

Applicant must be able to present acceptable proof of identity and a valid Social Security card to the Center for Human Resources.

**PERCENTAGE OR HOURS OF APPOINTMENT:** 5-20 hours per week, according to position.

**DEADLINE TO APPLY AND PROCEDURES FOR NOTIFICATION:** Applications will be accepted until positions are filled. Successful applicants will be contacted by the department office.

**GA/TA HANDBOOK:** Updated annually. Please visit the Division of Graduate Affairs website below to download the latest version of the [Orientation and Handbook for TAs and GAs](#).

# SAN DIEGO STATE UNIVERSITY

## Application for Instructional Student Assistant

1. Name \_\_\_\_\_  
 (Last) (First) (Middle Initial)

2. Local Address \_\_\_\_\_  
 (No. & Street) (City) (State) (Zip)

3. Telephone \_\_\_\_\_ 4. E-mail \_\_\_\_\_ 5. Red I.D# \_\_\_\_\_

6. Permanent Address \_\_\_\_\_  
 (No. & Street) (City) (State) (Zip)

7. Emergency Contact Information \_\_\_\_\_

8. I prefer to work for (check all departments you prefer to work for):  
 Accountancy \_\_\_\_\_ Finance \_\_\_\_\_ Management Information Systems \_\_\_\_\_ Management \_\_\_\_\_ Marketing \_\_\_\_\_

9. Have you applied for any Graduate Assistant, Teaching Associate, Student Assistant or Lecturer positions on Campus this term? Yes \_\_\_ No \_\_\_  
 If "yes," what department/s? \_\_\_\_\_ Number of hours \_\_\_\_\_

10. Do you have a concurrent appointment with any other department? Yes \_\_\_ No \_\_\_  
 If "yes" what department/s? \_\_\_\_\_ Number of hours \_\_\_\_\_

11. Education, including community colleges, colleges, or universities from which you were graduated:

School/College/University (Please Do <b>NOT</b> abbreviate)	Location	From-To	Dates of Attendance	Major Field	Degree or Diploma (i.e. BS, BA, Etc.)	Date Awarded
--	----------	---------	------------------------	----------------	---	-----------------


12. Semester units after last earned degree:

Work in progress toward \_\_\_\_\_ degree

Undergraduate Major (s) \_\_\_\_\_ Minor (s) \_\_\_\_\_

Graduate Major (s) \_\_\_\_\_ Minor (s) \_\_\_\_\_

13. Overall undergraduate grade point average: Approximately \_\_\_\_\_ (using four-point scale, using A = 4.0)  
 Overall graduate grade point average: Approximately \_\_\_\_\_ (using four-point scale, using A = 4.0)

14. Graduate Record Examination Aptitude Test Score: Q \_\_\_\_\_ V \_\_\_\_\_ A \_\_\_\_\_

GMAT Scores (for College of Business applicants) \_\_\_\_\_

15. Experience: Teaching and other employment (*list chronologically beginning with the present.*)

Position Title and/or Academic Rank	Name of School or Other Agency	Location (City, State)	% of Full Time	Dates Mo. / Yr. From-To	Final Salary
---	--------------------------------------	---------------------------	----------------------	-------------------------------	-----------------

16. List college or university courses recently completed or in which you are currently enrolled in the field of study for the position desired:

College or University	Course No.	Course Title	Sem. Units	Grade	Year Completed
-----------------------	------------	--------------	------------	-------	----------------

---

---

---

---

---

---

---

---

---

---

17. Please list computer skills you have. Include the kinds of software you are familiar with, and the length/scope:

---

---

---

18. 

Applicants Reference	Reference title	Telephone number of Reference
----------------------	-----------------	-------------------------------

Applicants Reference	Reference title	Telephone number of Reference
----------------------	-----------------	-------------------------------

19. If required by the department, please furnish at least two letters of recommendation from persons qualified to comment on your qualifications.

20. Are you currently authorized to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_  
If you are not currently authorized to work in the U.S., please state your current immigration status \_\_\_\_\_  
Are you presently employed? \_\_\_\_\_ May we contact your employer? \_\_\_\_\_ May we contact your former employer? \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Note:** A Teaching Associate or Graduate Assistant at San Diego State University must be admitted to the University by the Office of Admissions and Records, receive classified graduate standing during the first year or preferably the first semester, register each semester for at least six units of graduate courses in their degree program, and comply with policy and standards in the Graduate Bulletin. Failure to comply with these academic requirements or to perform teaching assignments satisfactorily will be sufficient cause for the termination of appointment. A Teaching Associate or Graduate Assistant must pay established services, facilities or materials fees, and, if a nonresident, tuition fees each semester. It is understood that a Teaching Associate or Graduate Assistant is primarily a student who is pursuing an education. Services rendered as a Teaching Associate or Graduate Assistant is secondary to the main educational objective of the student.

21. *I understand that the rules of the California State University prohibit my employment in a department where I would be supervised by a close relative. I hereby certify that all statements on this application are true and complete to the best of my knowledge and belief. I understand that false statements on pre-employment materials constitutes fraud in securing employment and is basis for dismissal under the California Education Code.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SAN DIEGO STATE UNIVERSITY**  
**Confidential Statistical Data Sheet**  
**Graduate Assistant, Instructional Student Assistant or Teaching Associate**

**Note:** Submission of this information is voluntary. This information may be used by authorized University personnel involved in non-academic recruitment/hiring. It will be kept confidential in this process.

Date \_\_\_\_\_

Department \_\_\_\_\_ Position: TA \_\_\_\_\_ GA \_\_\_\_\_ ISA \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle Initial)

Local Address \_\_\_\_\_  
(No. & Street) (City) (State) (Zip)

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Red I.D# \_\_\_\_\_

Permanent Address \_\_\_\_\_  
(No. & Street) (City) (State) (Zip)

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

**ETHNIC BACKGROUND:** (select all that apply):

We understand and appreciate personal feelings about ethnic identification. These classifications are dictated by federal regulations and are not defined by San Diego State University. The letters to the left are for computer use only. They have no ranking or importance factors attached. This code identifies the traditions which a person believes best characterize his or her cultural orientation.

Mexican-American/Chicano  
Puerto Rican  
Cuban  
Other Hispanic  
White  
Black  
Filipino  
American Indian  
Japanese  
Chinese  
Korean  
Vietnamese

Asian Indian  
Eskimo  
Aleut  
Hawaiian  
Samoan  
Guamanian/Chamorro  
Other Asian  
Other Pacific Islanders  
Cambodian  
Other Non-White  
Laotian

**HIGHEST DEGREE EARNED:**

AA  
BA/BS  
MA/MS  
A.B.D.  
Ph.D.  
Other