Faculty Affairs and Records

Unit 11 Appointment Checklist

**Instructional Student Assistant**
*Class Code: 1150 or 1151 (On-Campus Work Study)*

A student may be offered a position as an instructional student assistant if they meet the following criteria:

- Student has been admitted or registered as a CSU student
- Student is being offered part-time position during academic periods (but may work full-time during academic break periods)
- The majority of the work performed by the student will be tutoring, grading and/or teaching
- Student may be required to complete specific coursework in order to teach, grade or tutor a course
- Assignments for the student will made by an academic department or equivalent administrative unit by a specific supervisor
- On-Campus Work-Study Instructional Student Assistants must meet eligibility requirements of the Federal Work-Study Program, as determined by the campus’ financial aid office
- Federal Work-Study appointments must meet the provisions of the Federal Work-Study Program and are not limited by a maximum number of hours