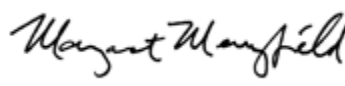


**Date:** December 21, 2010

**Code:** TECHNICAL LETTER  
HR/Salary 2010-25  
HR/PCOS 2010-03

**To:** Human Resources Directors  
Associate Vice Presidents/Deans of Faculty

**From:** Evelyn Nazario   
Assistant Vice Chancellor  
Human Resources Management

Margaret Merryfield   
Senior Director  
Academic Human Resources

**Subject:** Two New Instructional Student Assistant (ISA) Classification Codes for Work Off-Campus and Revised Classification Standard (Unit 11)

**Overview**

**Audience:** Human Resources Directors, AVPs/Deans of Faculty, Classification/Compensation Managers, campus management responsible for academic student employment and HR professionals responsible for hiring and classifying employees

**Action Item:** Information Only

**Affected Employee**

**Group(s)/Unit(s):** Employees in Instructional Student Assistant classifications

**Summary**

This Technical Letter establishes two new Instructional Student Assistant (ISA) classification codes, effective December 2, 2010, for ISA's who perform work off-campus and serves as notice that the classification standard has been revised to include work off-campus. Those in the audience listed above should review the remainder of this technical letter for more detailed information.

Pursuant to the agreement reached between the California State University and the United Auto Workers (Unit 11), effective November 9, 2010 to September 30, 2013, two new classification codes have been established for Instructional Student Assistants (ISAs) who work at off-campus sites under CSU supervision. The new classifications are effective December 2, 2010. The ISA classification codes are as follows:

- **New ISA Classification Codes:**
  - Instructional Student Assistant Off-Campus (1152)
  - Instructional Student Assistant Off-Campus Work Study (1153)
- **Existing ISA Classification Codes:**
  - Instructional Student Assistant (1150)
  - Instructional Student Assistant On-Campus Work Study (1151)

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**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents, Administration

Vice Presidents, Student Affairs  
HR Professionals

This technical letter adds language to the Instructional Student Assistant classification standard regarding ISA work that is performed off-campus and ISA work that is performed off campus by students funded by the Federal Work-Study Program. No other substantive changes have been made.

For appointment processing information for Instructional Student Assistants, please refer to [HR/Salary 2004-17](#).

Classification and qualification standards can be viewed and printed at Human Resources Classification Standards Web site: <http://www.calstate.edu/HRAAdm/Classification/index.shtml>.

Questions regarding this technical letter may be directed to Human Resources Management at (562) 951-4411.

EN/MM/dm

Attachment

# Classification and Qualification STANDARDS

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## Instructional Student Assistant

Classification Title	Class Codes	Date Established	Date Revised
ISA, On-Campus	1150	10-01-2004	12-02-2010
ISA, On-Campus Work-Study	1151	10-01-2004	12-02-2010
ISA, Off-Campus	1152	12-02-2010	12-02-2010
ISA, Off-Campus Work-Study	1153	12-02-2010	12-02-2010

### OVERVIEW:

Under supervision, Instructional Student Assistants in this classification perform teaching, grading or tutoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. Assignments are made by academic department or equivalent administrative unit by a specific supervisor at a CSU campus. The work may be performed on-campus or at an off-campus public agency or private non-profit organization under an agreement with a campus in the CSU system.

Incumbents in this classification work part-time (typically 20 hours per week) during academic periods and may work full-time during academic break periods. Incumbents may have concurrent assignments in other Student Assistant classifications as long as the maximum hours are not exceeded. If the work is to be performed off-campus, CSU will assign a specific on-campus supervisor who will coordinate supervision and assignments pursuant to the terms of the agreement with the off-campus public agency or private non-profit organization.

### DISTINGUISHING FEATURES:

The Instructional Student Assistant classification is distinguished from other Student Assistant classifications by the nature of work performed. The majority of work performed in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term by Instructional Student Assistants is tutoring, grading and/or teaching work while the other Student Assistants perform other duties including clerical, technical, custodial, laborer or other work as assigned.

Classification code 1150 is to be used for appointments when the work site is on-campus and code 1152 is to be used when the work site is off-campus. Classification code 1151 (On-Campus Work-Study) and 1153 (Off-Campus Work-Study) are for Work-Study students funded by the Federal Work-Study Program. Appointments to these classification codes must meet provisions of the Federal Work-Study Program and are not limited by a maximum number of hours.

### TYPICAL QUALIFICATIONS:

#### ***Knowledge and Abilities:***

Incumbents must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor a course.

#### ***Special Qualifications:***

- ◆ Admission or registration as a CSU student.
- ◆ On-Campus or Off-Campus Work-Study Instructional Student Assistants must meet the eligibility requirements of the Federal Work-Study Program, as determined by the campus' financial aid office.