

Unit 11 – Description of Duties
(Taken from Appendix E, Unit 11 CBA)

For each Academic Student Employee, please complete the following. This document must accompany all Unit 11 AAF's during routing, then the original document shall be retained in the Dean's office PAF. Copies shall be provided to the supervisor and the student employee.

Classification of Student Employee: _____ (See reverse side of this document for Classifications and Descriptions of Duties)

Student Employee: _____ Supervisor/Faculty: _____

TERM of Employment: _____ (The CSU Chancellor's Office and the Office of Academic Personnel strongly recommend semester appointments only)

Course #: _____ Course Title: _____

Day/Time: _____ Location: _____

Hours per week: _____ / Equivalent Timebase: _____ (Example: 10 hrs/wk = .25 Timebase)

Duties (please check the appropriate items and describe, as applicable):

Attend course lectures

Present lectures

Frequency/dates: _____

Instruction/supervision of _____ sections/course/labs per week

Preparation

Hold _____ office hours per week

Supervisor/ASE(s) meetings

Frequency/duration: _____

Attend pedagogy classes required for training purposes

Read and evaluate student papers.

Describe: _____

Proctor examinations

Perform individual and/or group tutoring

Maintain/submit student records (e.g. grades)

Evaluate student assignments

Perform research assistance

Perform other tasks as assigned:

Please list: _____

The Supervisor will perform class observations. Yes No

The job duties designated above are required of the employee.

(signature & date) Employee Acknowledgement

(signature & date) Supervisor Acknowledgement

Instructional Student Assistant (ISA):

Under supervision, ISAs 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. ISAs **must** be provided a *Range of Hours* and are paid on a per/hour basis. (See also [ISA Classification and Qualification Standards](#))

Graduate Assistant (GA):

Under immediate supervision, GAs assist faculty members or teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. Work may involve supervising students in a classroom, workshop or laboratory (where the final responsibility for the class is with the primary faculty/teaching staff); training students in the use of equipment or other resources; assisting faculty with research and preparation of course materials; participating in the evaluation of student work; tutoring students; and other related work. A GA may not be employed to assist in a course in which he/she is enrolled. GAs are paid 5 equal monthly paychecks based on an appointment time-base. (See also [GA Classification and Qualification Standards](#))

Teaching Associate (TA):

The TA classification provides currently enrolled or admitted students employment offering practical teaching experience in fields related to their advanced study. Work assignments are closely associated with their program of study or the academic department in which they are enrolled. TAs are typically responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades. TAs may also assist faculty with field experience, supervision, simulation exercise and/or research projects. TAs are paid 6 equal monthly paychecks based on an appointment time-base. (See also [TA Classification and Qualification Standards](#))