

## Unit 11 Appointment Checklist

### Instructional Student Assistant (Non-Exempt from FLSA)

Classification Title	Class/Job Code
ISA, On-Campus	1150
ISA, On-Campus Work-Study	1151
ISA, Off-Campus	1152
ISA, Off-Campus Work-Study	1153

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

- Student has been admitted or is currently registered as a CSU student.
- Student is being offered a part-time position (but may work full-time during academic breaks).
- 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 be made by an academic department or equivalent administrative unit by a specific supervisor.
- 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.