Faculty Assistants: Instructions for Students

(Revised August 28, 2017)

This document provides instructions on how to use the Faculty Assistant System to set up your profile and post your application to approved openings for Faculty Assistant positions at the iSchool.

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INFORMATION FOR STUDENTS ABOUT FACULTY ASSISTANT POSITIONS:

1. All graduate students who wish to be hired as a Faculty Assistant must complete an online Profile in the Faculty Assistant System - even if you have already been selected by a faculty member to become an FA. Putting your profile on the system allows the iSchool Administration to view your data for a variety of purposes.
2. Full-time iSchool faculty, as well as certain designated Part-time iSchool faculty, have been approved to hire a Master’s program graduate student to fill the role of Faculty Assistant (FA) at the $11/hour pay rate for 10 hours per week.
3. Please do not email faculty to ask if they have a position available for a Faculty Assistant. If they do, there will be a posting of an FA position on the online system.
4. International students are limited to 20 hours per week of paid work while in school, but they may work more than this during periods where school is not in session. You will be informed if SU records indicate that the work hours of an FA position for which you are hired will mean that you have a work hour total that exceeds this amount. You may be required to adjust other work assignments to remain at or below the maximum.
5. As a Faculty Assistant, you may not perform any role involving a course that you could take, but have not yet taken, as a part of your own degree program, unless you can provide evidence to your supervising faculty member of a formal course waiver for that course prior to hire. This restriction applies also to FA work with Undergraduate courses that are similar to those of a graduate-level in the same topic area. If you have any questions about this, please ask first.
6. As a Faculty Assistant, you are not permitted to teach classes on your own, to assign final grades to any portion of a student’s work in a course, or to have exclusive authority to determine any component of a final grade for a class. Such activity conflicts with your Master’s level peer relationship with students at the iSchool, and that could conflict with government regulations. Faculty Assistants are permitted to mentor students, perform research activities, pre-assess student assignments as directed by your faculty supervisor, provide technical information or otherwise help students in technical labs, and other supportive duties as assigned by your faculty supervisor.
7. Faculty Assistant positions that include tuition reimbursement are very rare at the iSchool, so unless the position specifically states that it has been approved to include tuition reimbursement, it is not available. Again, most all FA positions include only hourly pay for the work.
8. You will be required to personally submit a time sheet for time worked each week. Time sheets will be provided to hired FAs so that they can record time worked, and then the FA will provide the sheet to their supervising faculty member for further authorization. Time sheets must be authorized and delivered to
Maureen O'Connor-Kicak in Hinds 305 by no later than noon Wednesday of each calendar week. Time reported must represent time worked by the FA between Thursday of the previous calendar week through Wednesday of the current calendar week. Delays on submission of authorized time sheets may delay payroll for that period of time worked.

9. You may not report more time worked per week than the quantity of hours for which you were hired.

Send questions about FA Policy to Art Thomas, Associate Dean for Academic Affairs, aptomas@syr.edu.

**TO CREATE A PROFILE AND APPLY FOR FACULTY ASSISTANT POSITIONS:**

We have an online system to post FA opportunities and receive applications from students. We appreciate your patience as the system presently is designed to perform basic functions of data gathering with limited matching and review functions. The system will be enhanced with more automated features during the next few months.

Go to [https://fa.ischool.syr.edu](https://fa.ischool.syr.edu), then login with your NetID and password.

If you have not previously used the system, you will be prompted to “Create A Profile”.

**GETTING STARTED: CREATE A PROFILE**

**Step 1:** Complete the fields in the “Create a Profile” view. It’s quick, easy, and takes less than two minutes. Fields with an asterisk (*) are required.

**Step 2:** Create your “Education Profile” by clicking on the “Add an Institution” button. You can add your education history dating back to your undergraduate degree. Each degree will require a separate “institution”.

**Step 3:** Upload your resume. Once you add your resume, you will be able to view all available job postings. You can add more than one resume to your profile. (At the time you apply for a posting you will be able to select which resume you would like to use by picking from a drop-down arrow.)

**Step 4:** Upload a cover letter: This is optional, unless specified on the job posting. You can add more than one cover letter to your profile. (At the time you apply for a posting you will be able to select which letter you would like to use by picking from a drop-down arrow.)

**Step 5:** Upload any Additional Files. These can include, but are not limited to certificates, letter(s) of recommendation, etc. - anything that you think would seem relevant for a Faculty Assistant Position. You can add more than one file to your profile. Each uploaded file may be identified as “Viewable” or “Not Viewable”. (At the time you apply for a posting all files that are “Viewable” will be automatically attached to the application.)

**FINDING AND APPLYING FOR POSITIONS:**

**Step 1:** Click on “Find Position” on the top right corner of the screen

**Step 2:** Search through all the current open positions. You can sort the positions by clicking on the right corner of each field.
Step 3:  Click “View/Apply” to get more details regarding the open position. If you feel that you are qualified for this position, then you can apply through the following steps:

1. If the “Class Title” field contains information about a course or courses, and you have taken the course(s), then check the “Have you ever taken this course?” box. If not, leave it blank. If there is no class associated with the position, you can leave the box blank.
2. “Application Notes” can be used to input any additional information that the position requires that is not already included in your cover letter or additional files.

Step 4:  Once you apply, you will be taken back to your main profile page

VIEWING JOBS I HAVE APPLIED FOR

To view job applications you have submitted, click on “Jobs I Have Applied For”. If you are accepted for a position, you will see an “Accepted” icon associated with that position. The faculty supervisor will contact you with further instructions.

To go back to the main page, click on the “Hello!” tab in the upper right of the screen.

To Logout, click on the “LOGOUT” tab in the upper right of the screen.

Please note: The search icon in the upper right of the screen is reserved for future use.

Please direct FA System use questions to Mariel Rosario, Program Assistant for Academic Affairs at mjrosari@syr.edu