Chapter 9: Instructional Assistant Data Management System (IA System)

Recruiting TA/Reader/Tutor/UGIA/Associate-In positions

The Office of the Executive Vice Chancellor has developed an online system that helps academic departments and programs to facilitate the assignment and hiring process for students applying for TA, Reader, Tutor, Undergraduate Instructional Apprentice, and Associates-In positions.

The Instructional Assistant Data Management System (IA System) allows departmental staff to create custom questionnaires for Academic Student Employee (ASE) positions they want to fill, and provides a way for students to apply for those positions online. Departments and programs that already know who will fill these positions can simply assign the students and send them offers through the system.

The IA System provides additional data from various campus resources on each applicant, to help facilitate the decision-making process and to provide a single repository for relevant data. The system also provides the opportunity for instructors to select and rank applicants, if the department/program wishes to include instructor input in the decision-making process. The IA System also streamlines the approval process for graduate students being hired outside their home departments.

Once a final hiring decision is made, departmental staff assign the student to a class and make an offer through the IA System. The student is sent an e-mail notification, which includes instructions and a link back to the system, where he/she can accept or decline the offer. For paid assignments, the system generates a PDF appointment letter, which the student is required to open before he/she can accept the offer.

The ASE assignments also make it easy for an academic department or program to participate in the online Evaluations system. This system, which launched in Spring 2012, allows students to evaluate their ASEs and graduate courses, and instructors to evaluate their ASEs.

To obtain access, please contact ATS at ats@ucsd.edu. To start the recruiting process for your department, go to http://academicaffairs.ucsd.edu/Modules/ASES.