

Unit 11 Academic Student Employee Hiring Information

Unit 11 - Teacher Associate (TA), Graduate Assistant (GA) & Instructional Student Assistants (ISA)

Unit 11 Academic Student Employee Website

Visit www.csus.edu/gradstudies/unit11 for Unit 11 applications & job postings

GA & TA Eligibility

- ✓ Enrolled in a minimum of 4 units and no more than 12 units per semester (exception: Continuous Enrollment)
- ✓ Registered in a graduate degree program at Sacramento State
- ✓ **Overall** 3.0 GPA or better (Newly admitted: 2.75)
- ✓ International students must be eligible to work on campus
- ✓ Clear Credential students, Open University, Sacramento State staff & faculty are **not eligible**
- ✓ Work assignments must be closely associated to the program of study or in the academic department in which they are enrolled

ISA Eligibility

- ✓ Students must be enrolled in a minimum / maximum number of units during the spring & fall semester (exception: summer & winter breaks)
 - **Graduates:** Minimum of 4 units / maximum of 12 units per semester (exception: Continuous Enrollment)
 - **Undergraduates:** Minimum of 6 / maximum of 15 units per semester (fall & spring only)
- ✓ Current Sacramento State employees or students enrolled through Open University are not eligible to work as ISAs.
- ✓ **Overall** GPA Minimum:
 - Graduate Students: 3.0 (newly admitted: 2.50)
 - Undergraduates: 2.5 (newly admitted: 2.25)
- ✓ Open University, Sacramento State staff & faculty are **not eligible**
- ✓ International students must be eligible to work on campus

✪ **Contact individual departments / programs for other eligibility requirements** ✪

How to Applying for a GA / TA / ISA Position

- ✓ Open positions are posted by departments and programs online at: www.csus.edu/gradstudies/unit11
- ✓ Fill out a GA / TA or ISA application completely. Attach a resume, if needed.
- ✓ Submit the **completed & signed** application to the department / program **directly**.
- ✓ **TA & GA Applicants:** The student's major & hiring department **must be closely related**.

Hiring Process

- ✓ The department / program determines if the applicants are qualified for employment
- ✓ The applications and other necessary hiring paperwork of eligible GA / TA or ISA applicants will be forwarded to the Office of Graduate Studies, where GPA & enrollment will be verified.
- ✓ The hiring paperwork for qualified students will be forwarded to Human Resources (HR) – Student Employment Office

✓ Please note that the processing of an application may take 5-7 working days **AFTER** a department / program has submitted paperwork to OGS / HR **BEFORE** an offer letter is available.

Am I hired? When do I get my offer letter?

- ✓ HR / Student Employment Office will notify eligible students via their Sac State email when the offer letter is ready for signing.
- ✓ Students must go directly to the HR / Student Employee Office, located at Del Norte Hall, Room 3009, to sign the offer letter & complete necessary Payroll documents.
- ✓ If an expected offer letter is not received, please **contact the hiring department / program directly**.

Received an offer letter, so what do I do now?

- ✓ Students have **14 days to return the original signed offer letter** to HR / Student Employee Office, located at Del Norte Hall, Room 3009. After 14 days, the job offer can be cancelled (rescinded) by the hiring department / program.
- ✓ All Payroll documents must be completed **PRIOR** to starting work. This applies to new hires & students that have not worked for more than 12 months on campus.
- ✓ HR / Student Employee Office will provide students with a document noting that they are eligible to start working.

Maintaining GA / TA & ISA Position

- ✓ Students must **maintain enrollment status** and a **satisfactory progress toward the completion of a degree** (evidence may be required by individual departments / colleges) during the semester in which they have been appointed to a GA / TA or ISA position.
- ✓ Failure to maintain enrollment status will result in **immediate termination** of GA / TA or ISA position.
- ✓ Academic Student Employees (ASE) may not work concurrently in a faculty or staff position at Sac State.
- ✓ ASEs may not exceed the 20 hour work week during the spring / fall semesters (e.g. working multiple positions).

Payroll Exception - A student does not need to return to the Payroll Office, if the student is working in the **same exact** department / program **AND** position from the **previous** semester.

NO changes to:

- Name
- Social Security
- Address
- Immigration Status
- Dependents
- Marital Status