**Unit 11 Academic Student Employee**

**Hiring Information**

**Unit 11 - Teacher Associate (TA), Graduate Assistant (GA) &**

**Instructional Student Assistants (ISA)**

**REVISED – Electronic Submission – Summer / Fall 2020**

Unit 11 Academic Student Employee Website

Visit [**https://www.csus.edu/graduate-studies/unit-11/**](https://www.csus.edu/graduate-studies/unit-11/)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 employees 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)

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:

[**https://www.csus.edu/graduate-studies/unit-11/job-listings.html**](https://www.csus.edu/graduate-studies/unit-11/job-listings.html)

Review positions and click on the position for details.

Download application, save, fill out, & submit via **email** to the department / program ***directly***. Email contact information is noted on the position post. Attach a resume to email, if applicable.

**Note:** There are two (2) ***separate*** applications: one for ISA positions & one for GA/TA positions.

**TA & GA Applicants**: The student’s major & hiring department **must be closely related.**

**Hiring Process**

The department / program determines if the applicant is qualified for employment.

The applications and other necessary hiring paperwork for 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 then be forwarded to Human Resources (HR) – Student Employment Office

**Background Checks** - Please note that students who have been identified by a department / program as handling sensitive information or working directly with other students will require a complete background check before an offer letter is issued. The Student Employment Office will contact the student and initiate the background check.

**Payroll –**  Students will only need to go to Payroll ***if there has been a change to their status*** including but not limited to the items listed below or contacted by the Payroll Department:

Name Address Dependents

Social Security Immigration Status Marital Status

**When do I get my offer letter?**

The processing of an application may take 1 – 2 weeks **AFTER** a department / program has submitted paperwork to OGS / HR.

HR / Student Employment Office will notify eligible students via their **Sac State email** (MySacState) with an offer letter.

**What do I do with the offer letter?**

 Students have **14 days to return the original signed offer letter** to HR / Student Employee Office, located at Del Norte Hall, Room 3009, to drop off the signed offer letter & complete necessary Payroll documents.

If an expected offer letter is not received after **two weeks**, please **contact the hiring department / program directly**.

All Payroll documents must be completed **PRIOR** to starting work. This applies to all new hires, students that have not worked for more than **12 months** on campus or had the following changes:

 ⬩ Name ⬩ Address ⬩ Marital Status ⬩ Dependents

 HR / Student Employee Office will provide students with a document noting that they are eligible to start working, which they can present to the department / program.

**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.

Updated: April 2020