Unit 11 Academic Student Employee

Hiring Information

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

Visit [www.csus.edu/gradstudies/unit11](http://www.csus.edu/gradstudies/unit11) for Unit 11 applications & job postings

Eligibility – GA & TA

- 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

Eligibility – ISA

- 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: [www.csus.edu/gradstudies/unit11](http://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.
- Please note that the processing of an application may take up to 3 weeks before an offer letter is issued.
**Am I hired? When do I get my offer letter?**

- Human Resources will generate an offer letter for students that have met all of the eligibility requirements, which are set forth by individual departments, colleges, Unit 11 - Collective Bargaining Agreement, and CSU Chancellor’s Office.
- If an expected offer letter is not received, please contact the hiring department / program immediately!
- Students will be notified by Human Resources when their offer letters are ready.

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

- Students have **14 days to return the original signed offer letter** to Human Resources (Del Norte Hall, 3009).
- After 14 days, the job offer can be cancelled (rescinded) by the hiring department / program
- Students must go to the Payroll Office (located in Del Norte Hall, 3006) to fill out necessary tax and IRCA paperwork. Student **pay will not be processed** unless this paperwork is completed. See exception below.
- A copy of the offer letter (enclosed with the original offer letter) needs to be presented to Payroll.
- Information regarding the Immigration Reform & Control Act (IRCA) will be enclosed with the offer letter.

**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.

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