

CHRS Recruiting

Initiating an Academic Student Employee (Unit 11) Job Card

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Before you Start

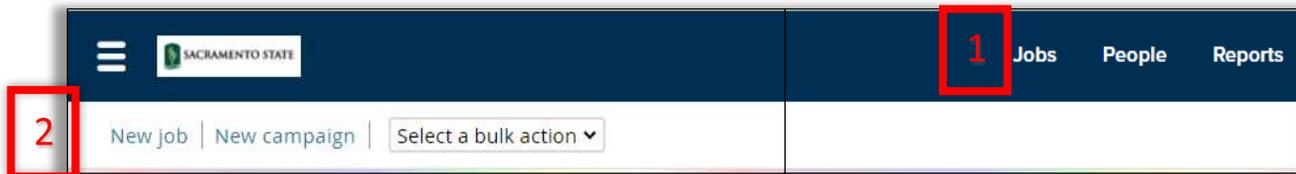
Before you begin your work on the Job Card, please ensure you have completed these first crucial steps:

- ✓ Contact Budget Planning & Administration at bpa-01@csus.edu to confirm information regarding the position number for this recruitment.
- ✓ For replacement positions, confirm the position number is active.
- ✓ For new positions, ask that a position number be created in CHRS/PeopleSoft.

About Position Numbers:

- Position numbers that have been vacant for an extended period of time may have been inactivated and will not appear in CHRS Recruiting. The Budget Planning & Administration office is able to reactivate these position numbers when notified.
- Position numbers updated/created by Budget Planning & Administration will take a day to populate in CHRS Recruiting.

Open a New Job



#	Field	Information
1	Jobs	Click the Jobs tab from the top blue banner.
2	New Job	Click New Job to open the Select a Template window. (You can also click the hamburger button  at the top left and select New Job from the drop down list.)

Select a Template

1

1. Team link

SA-HR Employee Services - 48000

2

2. Position Number

Psychology ISA

SA-00011889

Selecting a Position here is optional, but a Position will be required in order to save the Job Card on the next page.

Please note that making a selection here will allow for other position-related values to auto-populate, selecting a Position on the next page (Job Card) does not auto-populate those position-related values.

3

3. Campus

Maritime Academy
Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino

Select a job template:

A Job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available

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4. Template

SA-Non-Recruited Temporary Staff Job Template
SA-Retired Annuitant Job Template
SA-Staff/MPP Job Template
SA-Unit 11 Graduate Assistant
SA-Unit 11 Instructional Student Assistant Job Template
SA-Unit 11 Teaching Associate Job Template

#	Field	Information
1	Team Link	Team Link defaults to the team of the user initiating the job.
2	Position Number	Select the most appropriate position number (this can be changed later). This number will fill some of the Job Card fields on the next page.
3	Campus	Select Sacramento.
4	Template	Select the appropriate template for your job (MUST have Sacramento's SA- prefix). Please note there are separate job templates for ISA, TA, and GAs.

Requisition Information (1)

REQUISITION INFORMATION

Internal Team:

SA-HR Employee Services - 48000

Recruitment Process:*

SA-Unit 11 Academic Student Employee R

Application Form:

SA-Unit 11 Application

Preview

Customize for job

#	Field	Information
1	Internal Team	The internal team determines who has access to this job and its applicants. This field defaults to the team of the initiator of the job. It is not typically necessary to change this field.
2	Recruitment Process*	Select the applicable recruitment process (SA-Unit 11 Academic Student Employee Recruitment Process).
3	Form	Select the application form that applicants will see when they apply for this position (SA-Unit 11 Application)
4	Customize for Job	This function can only be used by Office of Graduate Studies staff.

Requisition Information (2)

Job Code/Employee Classification:*
Job Code: 1150

Salary Range/Grade/Step:*
Minimum: \$ 17.86
Maximum: \$ 23.84
Pay Frequency:

Classification Title:

CSU Working Title:*

MPP Job Code:

Classification of Instructional Program (CIP) Code:

Campus:*

Division:*

College/Program:*

Department:*

Requisition Number:

Leave blank to automatically create a Requisition Number

#	Field	Information
1	Job Code/ Employee Classification*	Defaults from position number entered.
2	Salary Range/Grade*	Defaults from position number entered. The range indicated is a system-wide range.
3	Classification Title	Defaults from position number entered. Leave what is defaulted or leave blank.

Requisition Information (2)

4	CSU Working Title*	This is the title that is displayed on the job posting. Defaults from position number entered. Change to show specific working title. Example: Psychology Instructional Student Assistant
5	Campus, Division, College/Program, Department	Should populate based on position number entered. If not, choose Sacramento and then the division, college, and department of the search.
6	Requisition Number	Leave this field blank. A requisition number is generated automatically.

Open Positions

OPEN POSITIONS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:*

Position no:*	Type:*	Applicant	Application status
1 <input type="text" value="Psychology ISA"/> <input type="button" value="Q"/> <input type="button" value="✎"/> <input type="text" value="Position no: SA-00011889"/>	<input type="text" value="Replaceme"/>	-	- <input type="button" value="Cancel"/>

New: Replacement:

#	Field	Information
1	Position no	This field was completed when you selected the position number on the Select a Template page. If you did not select a position number on the template page, you are required to select one here . Use the magnifying glass to search for the most accurate position number. Be sure to only use position numbers with the SA- prefix .
2	Type	Choose New or Replacement from the drop-down menu.
3	Add More	If you are recruiting multiple employees on one job card, enter the number of additional open positions into "New" or "Replacement" and click "Add More." Then enter the position numbers into the new fields that are created.

Requisition Details

REQUISITION DETAILS

Auxiliary Recruitment:* Yes No

Reason:*

Justification for Recruitment:*

Previous/Current Incumbent:

Work Type:*

Hiring Type:*

[View Workplace Type Selection Job Aid](#) and select relevant option.

Workplace Type (Exclude Inst Fac):

Job Status:*

Time Basis:*

FTE:

Hours Per Week:

FLSA Status:

CSU Campus (Integration for 3rd Party Solutions):*

City: Sacramento

#	Field	Information
1	Auxiliary Recruitment	Select No .
2	Reason*	Select a reason for the requisition from the menu.
3	Justification for Position*	Please add a brief justification for the position(s) in this box.
4	Work Type	Select either Instructional Student Assistant, Graduate Assistant, or Teaching Associate as appropriate.

5	Remaining Requisition Details Fields	These fields should populate automatically based on the position number. If not, fill in as shown above or as appropriate for the job.
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Job Details

JOB DETAILS	
Job Summary/Basic Function:	N/A
Minimum Qualifications:	N/A
Required Qualifications:	N/A
Preferred Qualifications:	N/A
Special Conditions:	N/A
License / Certifications:	N/A
Physical Requirements:	N/A

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
<p>i There are no items to show</p>		
<p><input type="button" value="New"/></p>		
<p>Supervises Employees:*</p> <p>If position supervises other employees; list position titles:</p>		<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>		

Do not enter information in Job Details fields. Select "No" on "Supervises Employees" toggle as shown above.

Position Designation

POSITION DESIGNATION

Mandated Reporter:*

Conflict of Interest:*

NCAA: Yes No

Enter information as shown above, then complete below background check questionnaire to best of your ability.

Is this a Sensitive position?: Yes No

[View Sensitive Position criteria](#) and select from below where relevant.

Care of People (incl. minors) Animals and Property:

Authority to commit financial resources:

Access/control over cash cards and expenditure:

Access/possession of master/sub-master keys:

Access to controlled or hazardous substances:

Access/responsibility to personal info:

Control over Campus business processes:

Responsibilities requiring license or other:

Responsibility for use of commercial equipment:

Is this a Campus Security Authority (CSA): Yes No

[View CSA Position criteria](#) and select from below where relevant.

Serves as security function:

Designated recipient for crime/misconduct reports:

Significant responsibility for Student Activities:

Significant responsibility for Campus Activities:

Budget Details

BUDGET DETAILS

Benefit Eligible?:

Yes No

Other supplementary compensation:

Anticipated Hiring Range:

Budget/Chart field/Account string:

Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.

Cost Center:

GFND

Pay Plan:

AY

Pay Plan Months Off:

#	Field	Information
1	Budget/Chart field/Account string	Enter the budget/chart field/account string for this position.
2	Cost Center	Defaults to GFND (General Fund). Change if necessary.
3	Pay Plan	Update to applicable Pay Plan . (Most Unit 11 positions are on the AY Pay Plan)

Posting Details (1)

POSTING DETAILS

Posting Type:* 1 Open recruitment

Review Begin Date: 2 Jun 28, 2021 

Anticipated Start Date: 3 Aug 25, 2021 

Anticipated End Date: 

Do you wish to apply for a waiver for the posting?: Select

Reason for Waiver:

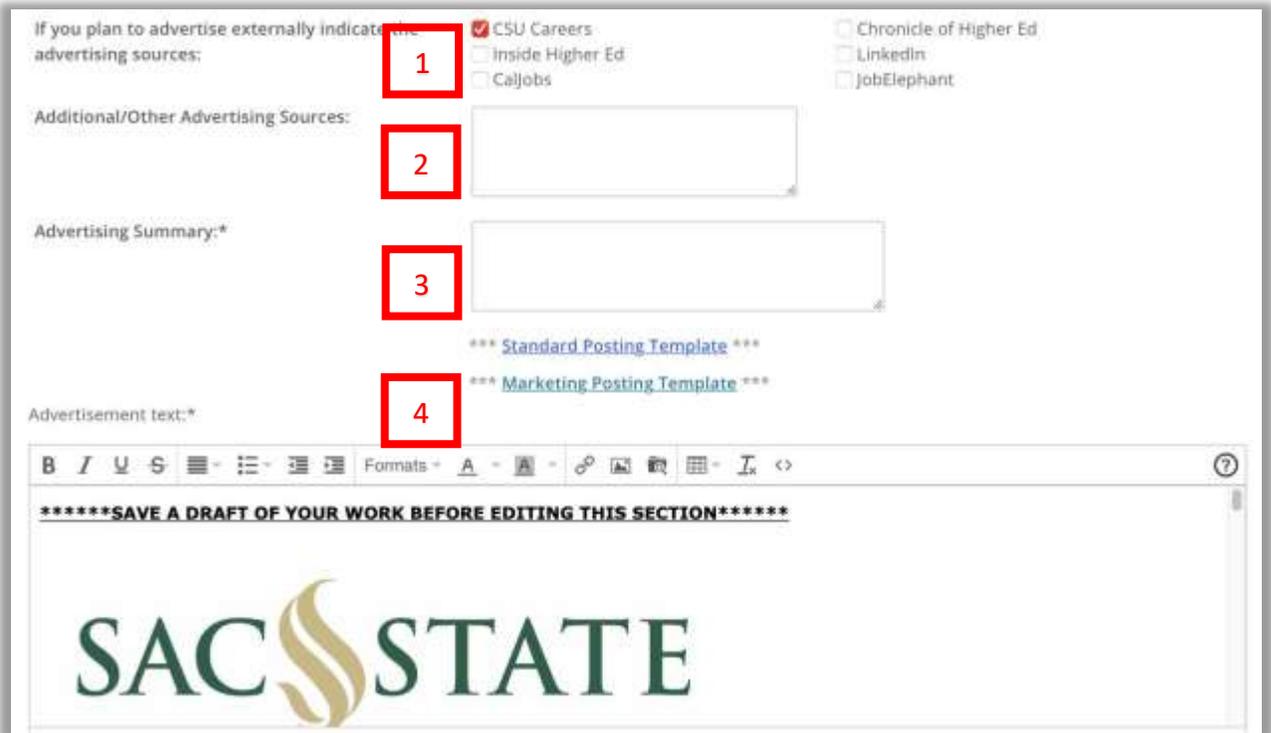
Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.

Posting Location:* 4 Sacramento

#	Field	Information
1	Posting type*	Indicates what type of posting will be required. Select “Open Recruitment” for the job to be posted and application collected from any student who applies. Select “Direct Appointment” if a candidate has already been identified for the position.
2	Review begin date	Click on the calendar to select the initial review date.
3	Anticipated Start date	Click on the calendar to select the start date.
4	Posting Location*	Specifies the campus site where this job should be posted. Make sure to select Sacramento.

* The only required box in this section is the **Posting Type** and **Posting Location**. You can skip the other fields if you wish.

Posting Details (2)



#	Field	Information
1	External advertising sources	Skip this section.
2	Additional/Other advertising sources	Leave this section blank.
3	Advertising summary*	Use this field to provide a high-level summary of the position. This summary will appear under the posting title on the Careers page.
4	Advertising text*	Enter the advertising text the way it should be presented in the job posting. Use the built in template and do not alter any of the non-highlighted text provided. NOTE: This is the only field that feeds the vacancy. There will be no other information included in the vacancy announcement other than what is entered in this text box. See Appendix A for the full template provided.

Search Details

SEARCH DETAILS

Search Committee Chair: 1  

No user selected

Search Committee Members:

Add Search Committee Member 2

Recipient:

Leave "Search Details" section blank. Search Committees not used for Unit 11 hiring.

Users and Approvals (1)

USERS AND APPROVALS

Reports to Supervisor Name: 1  
No user selected

Administrative Support: 2  
No user selected

Compliance Panel Facilitator: 3  
No user selected

Additional viewers:

Recipient

No Additional viewers selected.

Additional viewers information:

Hiring Administrator:* 4  
No user selected

#	Field	Information
1	Reports to Supervisor Name	This field should auto populate based on position number entered. If it does not, search and add the direct supervisor.
2	Administrative Support	Department Administrative Coordinator. This is typically the person initiating the Job Card, but can be used to name secondary support who will need access to job card and/or applications.
3	Compliance Panel Facilitator	Leave blank.
4	Hiring Administrator*	Department Administrative Coordinator. This is typically the person initiating the Job Card.

Users and Approvers (2)

Approval process:*

1. Department Level Approval:

2. Office of Grad Studies:

HR/Faculty Affairs Representative:*

Recruitment Status:*

Please fill in all mandatory fields marked with an asterisk (*).

#	Field	Information
1	Approval Process*	Approval processes have been configured by your campus administrators. Select SA-Unit 11 Job Approval Process.
2	Approvers	Enter approvers as indicated: <ol style="list-style-type: none"> 1. Department Level Approver 2. Office of Grad Studies – Leave as auto-populated.
3	HR/Faculty Affairs Representative*	Enter name of Office of Graduate Studies staff member designated to facilitate Unit 11 hiring in PageUp.
4	Recruitment Status*	Indicates the current status of the Requisition: 'Draft' = Not ready for approval 'Pending Approval' = Requisition has been submitted. You can save a requisition as a draft.

Appendix A: Job Posting Template

POSITION TITLE

- **Position:** Instructional Student Assistant
- **Semester(s):** Fall/Spring 20XX
- **College:** Acronym - Name (i.e COB - College of Business)
- **Department:** Name of Department - Link to department website
- **Hiring Contact:** Enter name and email for department contact
- **Pay Rate:**
- **Anticipated Hours Per Week/Semester:**

The Department of XXXXXXXX at California State University, Sacramento seeks a part-time ISA to assist with COURSE CODE: COURSE NAME.

Timeline:

- Anticipated Application Review Date:
- Anticipated Appointment Start date:
- Anticipated End of Appointment:

Position Description

Enter description of duties here

Eligibility Requirements:

Undergraduate Students

Unit Load: 6 min – 15 max per semester

GPA Minimum: 2.50 (overall), newly admitted students: 2.50 GPA

Graduate Students

Unit Load: 4 min – 12 max per semester

GPA Minimum: 3.00 (overall), newly admitted students: 2.75 GPA

Minimum qualifications:



- item #1
- item #2, etc

Preferred qualifications (if applicable):

- item #1
- item #2
- item #3, etc.

Application:

To apply, please prepare to submit the following:

- Your completed student application
- Additional supplemental application documents

***Important Note: Please use your Sac State email to apply for student employment positions.**

About Sacramento State

[Sacramento State](#) is located in the heart of California’s capital city, five miles from State Capitol. The lush, 300-acre campus is situated along the American River, close to numerous bike trails and other recreational areas. Sacramento, also known as the “Farm-to-Fork Capital,” is one of the most ethnically diverse and livable cities in the country, with a population of half of a million. Sacramento State is a Hispanic and AANAPISI serving institution with about 31,000 students coming not only from the Greater Sacramento Region, but also from across the state, country, and world. Our 1,800 faculty and 1,500 staff are committed to meeting our mission:

“As California’s capital university, we transform lives by preparing students to lead, serve, and succeed. Sacramento State will be a welcoming, caring, and inclusive leader in education, innovation, and engagement.” As the regional hub of higher education, Sacramento State is dedicated to [learning and student success](#); [teaching, research, scholarship and creative activity](#); [justice, diversity, equity and inclusion](#); [resource development and sustainability](#); [dedicated community engagement](#), and [wellness and safety](#).

As evidenced by the values embedded in our [Hornet Honor Code](#), Sacramento State is committed to creating an inclusive environment where all faculty, staff, students, and guests are welcome and valued. Our commitment is more than simply ensuring that our campus is free from bias and discrimination, but is one devoted to celebrating many diverse identities, life experiences, and perspectives that enrich our community, teaching and learning.

To learn more about why you should join the Hornet Family, please visit the [Why Sac State?](#) page.

Equal Employment Opportunity

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, sex, gender identity/expression, sexual orientation, pregnancy, genetic information, medical condition, marital status, veteran status, or disability.



Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit <https://www.csus.edu/administration-business-affairs/human-resources/benefits/reasonable-accomodation.html>.

The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information on mandatory training for new employees, visit <https://www.csus.edu/administration-business-affairs/human-resources/learning-development/support/csu-learn.html>.

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Campus Fire Safety Right-To-know Act Notification:

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the current Annual Security Report (ASR) is available for viewing at <https://www.csus.edu/clery>. The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Sacramento State for the last three (3) calendar years. Paper copies are available upon request from the Office of Clery Compliance & Training by emailing clery@csus.edu.

Under the Clery Act, this position may be designated as a Campus Security Authority (CSA) depending upon the role on campus and/or job duties. If this position is identified by the Director of Clery Compliance & Training as a CSA position, you will be notified via email and will be assigned the appropriate training in CSU Learn.

Background Check Disclaimer

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

COVID19 Vaccination Policy

Effective May 2023, per the [CSU COVID-19 Vaccination Policy](#), it is strongly recommended that all California State University, Sacramento employees who are accessing office and campus facilities follow COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications.

Out of State Employment

Sacramento State University, as part of the CSU system, is a State of California Employer. As such, the University requires all employees (up)on date of hire to reside in the State of California.



As of January 1, 2022 the [CSU Out-of-State Employment Policy](#) prohibits the hiring of employees to perform CSU-related work outside the state of California.

Eligibility Verification

Candidate must furnish proof of eligibility to work in the U.S. California State University, Sacramento International Students holding an F-1 visa are eligible to apply.

Note to Applicants:

Possession of the minimum qualifications does not guarantee an interview unless required by collective bargaining agreement.