

UNIT 11 - Academic Student Employees

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2013

Hiring Dates & Information

Start Submitting Unit 11 Applications: JULY 2, 2013

Applications Due Dates (*PRIORITY*):

- Teaching Associates (TA) August 3, 2013 (1)
- Instructional Student Assistant (ISA) August 3, 2013 (1)
- Graduate Assistants (GA) August 3, 2013 (1)

Offer Letters Issued (if received by PRIORITY due date):

- Teaching Associates (TA) August 13, 2013 (2)
- Instructional Student Assistant (ISA) August 15, 2013 (2)
- Graduate Assistants (GA) August 17, 2013 (2)

Fall 2013 Work Dates:

- Teaching Associates (TA) 08/28/2013 – 01/02/2014 (3)
- Instructional Student Assistant (ISA) 09/03/2013 – 01/27/2014 (3)
- Graduate Assistants (GA) 8/30/2013*09/01/2013 – 01/30/2014 (3)

Continuous Enrollment Payment Due: July 31, 2013 (*Unit 11 ONLY*)

Fall 2013 Registration: May 1 – June 24, 2013

Fall 2013 Semester Begins: September 3, 2013

Grades Posted: Spring 2013: 5/30/13 / Summer 2013: 8/27/13

Pay Base - Unit 11⁽³⁾

- TA \$1,856 - \$4,362
- GA \$1,774 - \$2,514
- ISA \$10.00 - \$16.42

GPA & Unit Requirements

- **Graduate Students:** 3.0 GPA or better (newly admitted: 2.50) / Units: 4-12
- **Undergraduate Students:** 2.5 GPA or better (newly admitted 2.0) / Units: 6 - 15

(1) Paperwork submitted after the priority due date will be processed as soon as possible, but it generally takes 10 working days to process.

- (2) Offer letters must be returned to the Office of Graduate Studies within 14 days of the date noted on the letter.
PTFs will be sent to Payroll only after our office has received the signed offer letter

*Payroll corrected date - 9/10/13

- (3) Updates for the Unit 11 Salary Schedule: <http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf>

Updated: Fall 2013