

Academic Student Employees (ASE) - UNIT 11

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

Fall 2017

☛ ASE – Unit 11 Salary (as of July 1, 2016)

Instructional Student Assistant (ISA) **Hourly** Salary (Class 1150 / 1151): **\$12.50 - \$18.92**
Teaching Associate (TA) Monthly Salary (Class 2354): **\$2,212. - \$6,555.**
Graduate Assistant (GA) Monthly Salary (Class 2325): **\$2,116. - \$4,157.**

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/Article-18.pdf>

☛ **NEW** Academic Student Employee Personnel Transaction Form (ASEPTF):

http://www.csus.edu/hr/docs/facultydocs/ase_ptf.pdf

☛ ASE Information & Forms

<http://www.csus.edu/gradstudies/unit11/facultystaff/>

Hiring Dates & Information

Submit Job Postings: April 10, 2017

Start Submitting ASE Applications: May 1, 2017

Application Due Dates (PRIORITY): July 7, 2017

Appointment Notifications available for pick up in Student Employment Office (for applications received by PRIORITY due date):

- Teaching Associates (TA) August 09, 2017 (2)
- Instructional Student Assistant (ISA) August 11, 2017 (2)
- Graduate Assistants (GA) August 14, 2017 (2)

Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

Fall 2017 Work Dates

- Instructional Student Assistant (ISA) 08/28/2017 – 01/21/2018
- Teaching Associates (TA) 08/23/2017 – 01/02/2018
- Graduate Assistants (GA) 09/01/2017 – 01/31/2018

Continuous Enrollment paperwork must be received by: August 4, 2017 (ASC / Unit 11 ONLY)

Fall 2017 Registration: May 1-19, 2017

Grades Posted:

Spring 2017: May 25, 2017
Summer 2017: August 22, 2017

Overall GPA & Unit Requirements (Use Cumulative GPA Only)

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

NOTES:

- Applications received *after* the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an appointment notification in time for students to start their positions.
- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.
- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.