

UNIT 11 – Academic Student Employees

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

Summer 2013

Hiring Dates & Information

*** Students are not required to be enrolled in course work during the summer ***

Start Submitting Unit 11 Applications:	May 1, 2013
Unit 11 Applications DUE:	May 10, 2013 ⁽¹⁾
Offer Letters Issued (<i>if received by due date</i>):	May 17, 2013 ⁽²⁾
Scheduled Effective & End Dates (PTF):	

06 / 03 / 2013 to 08 / 27 / 2013

Summer 2013 Session Begins:	June 3, 2013 ⁽³⁾
Spring 2013 grades posted:	May 30, 2013 ⁽⁴⁾

- ✓ Graduate Students: 3.0 GPA or better
- ✓ Undergraduate Students: 2.5 GPA or better

Pay Base – Unit 11

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

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

- 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.

- (1) 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 offer letter in time for students to start their position.
- (2) Processing of applications usually takes approximately **10 working days**, if applications are sent **after** the priority deadline.
- (3) Students must return their offer letters before starting their positions.
- (4) GPA will be verified by Graduate Studies when processing applications.

Please contact Diana Duran at durand@csus.edu, if you have any questions.