

# Academic Student Employees (ASE / UNIT 11)

## Summer Session 2017

Time Line / Work Dates / Salary Schedule

⊛ **Students are NOT required to be enrolled in courses during the summer** ⊛

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

[http://www.csus.edu/hr/docs/facultydocs/ase\\_ptf.pdf](http://www.csus.edu/hr/docs/facultydocs/ase_ptf.pdf)

Start Submitting Job Postings: April 24, 2017  
Start submitting ASE paperwork to OGS: April 24, 2017 (Summer Only)  
ASE Applications DUE Dates (priority):

Instructional Student Assistant (ISA): May 10, 2017  
Teaching Associate (TA): May 3, 2017  
Graduate Assistant (GA): May 30, 2017

ASE (Unit 11) appointment notifications (offer letters) will be available for pick up\* at the Student Employment Office (if submitted by priority date):

Instructional Student Assistant (ISA): May 17, 2017  
Teaching Associate (TA): May 10, 2017  
Graduate Assistant (GA): June 16, 2017

\*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.

## Scheduled Effective & End Dates - Summer 2017

Instructional Student Assistant (ISA): 06/01/2017 to 08/27/2017  
Teaching Associate (TA): 05/25/2017 to 08/22/2017  
Graduate Assistant (GA): 07/01/2017 to 08/31/2017

Spring 2017 Grades Posted & Verified: **May 25, 2017**

- ✓ Graduate Students: 3.0 GPA or better - Use Cumulative GPA Only
- ✓ Undergraduate Students: 2.5 GPA or better - Use Cumulative GPA Only

Summer Session Begins: May 30, 2017  
First 6-Week Session (6W1) May 30 - July 09, 2017  
Second 6-Week Session (6W2) July 10 - August 20, 2017  
Full 12-Week Session (12W) May 30 - August 20, 2017  
Summer Instruction Ends: August 20, 2017

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

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

<https://www.calstate.edu/hradm/salarieschedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=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.