

Academic Student Employees (ASE / UNIT 11)

Summer Session 2018

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

Start Submitting Job Postings: April 2, 2018

Start submitting hiring ASE paperwork to OGS: April 11, 2018 (Summer Only)

ASE Applications DUE Dates (priority):

Instructional Student Assistant (ISA): May 1, 2018

Teaching Associate (TA): May 1, 2018

Graduate Assistant (GA): May 11, 2018

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, 2018

Teaching Associate (TA): May 09, 2018

Graduate Assistant (GA): June 15, 2018

*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 2018

Instructional Student Assistant (ISA): 05 / 31 / 2018 - 08 / 26 / 2018

Teaching Associate (TA): 05 / 24 / 2018 - 08 / 21 / 2018

Graduate Assistant (GA): 07 / 01 / 2018 - 08 / 31 / 2018

Spring 2018 Grades Posted & Verified: **May 23, 2018**

✓ 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 24, 2018

Summer Instruction Ends: August 19, 2018

ASE – Unit 11 Salary

Instructional Student Assistant (ISA) <u>Hourly</u> Salary (1150/1151)	\$13.00 - \$19.42
Teaching Associate (TA) Monthly Salary (2354.01 - Graduate)	\$2,278. - \$5,356.
TA - Doctorate Students (2354.02)	\$2,697. - \$6,752.
Graduate Assistant (GA) Monthly Salary (2355)	\$2,179. - \$3,088.

<http://www.calstate.edu/hrpims/salary/SalarySchd20180308.pdf>

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.