As a result of the COVID-19 pandemic, faculty have experienced significant changes to the delivery of instruction due to the coronavirus. To help mitigate these impacts, we are hiring additional Instructional Student Assistants (ISA) and Graduate Assistants (GA) to support instruction impacted by the coronavirus; these additionalISA & GA positions will provide support for faculty members to deliver instruction due to changes related to the coronavirus.

Talk to your department / college analyst or chair if you have questions in hiring COVID-ISA or COVID-GA Academic Student Employees.

To see the various modes of instruction, please scroll to the bottom of this site for information.

**Regular Hires vs. COVID Hires**

COVID-ISA and COVID-GA are not meant to replace the regular ASE/Unit 11 hires that a department or college makes during the academic year. COVID hires are meant to help with the additional needs brought on by virtual learning due to the pandemic.

**General Position Descriptions**

**COVID - Instructional Student Assistant (ISA) - Not the same as Student Assistants.** Student Assistants focus on clerical & other non-academic duties.

**Main Duties:** Grading or tutoring (not instructor of record)

**Hiring:** Hourly workers. *Flexible* starting and ending date* Position open to both undergraduate & graduate students.

**COVID - Graduate Assistants (GA)**

**Main Duties:** Assists a faculty member or teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work.

**Hiring:** GA is assigned set work hours per month. Definite start & end date* Position ONLY open to graduate students.

*Start & end dates are assigned by Payroll

**ASE / Unit 11 Hiring Information for Faculty & Staff – OGS Website**

[https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html](https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html)

Scroll down the page to the Unit 11 / Academic Student Employment section:
Information available on the website:

- Hiring Forms
- Hiring Process Info Sheet
- International Student Verification
- Classification Descriptions
- Salary Information Link
- HR Technical Letters & Information
- Hiring Timelines
- Posting Positions Information
- Collective Bargaining Agreement
- Time Range / Time Base
- Department/Program Counts
- Specific Information for Positions

Posting COVID Positions

Contact the Office of Graduate Studies (aseunit11@csus.edu) and a pre-filled listing will be posted for your department or college on the ASE-Unit 11 web page:

https://www.csus.edu/graduate-studies/unit-11/job-listings.html

Non-COVID ASE/Unit hiring will require departments and colleges to fill out the form to be posted online. Forms and procedures can be found on the ASE-Unit 11 web page:

https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html

Student Eligibility

Undergraduate Student (Not eligible to work as a Graduate Assistant)

- Undergraduates Enrollment: Minimum of 6 / maximum of 15 units during the Fall & Spring semester (Exception: Summer & Winter breaks)
- Overall GPA Requirements: 2.5 or better (newly admitted: 2.25)
- Current Sacramento State employees or students enrolled through Open University are not eligible to work as ISAs.
- International students must be eligible to work on campus (F1 or J1 visa)

Graduate Students

- Graduate Enrollment: Minimum of 4 units and no more than 12 units during the Fall & Spring semester (Exception: Continuous Enrollment, Summer/Winter breaks)
- Overall GPA Requirements: 3.0 GPA or better (Newly admitted: 2.75)
- Students MUST BE registered in a graduate or doctoral degree program at Sacramento State and must have satisfactory academic progress
- International students must be eligible to work on campus (F1 or J1 visa)
- Credential students, Open University & Sacramento State employees are not eligible
- Work assignments must be closely associated to the program of study or in the academic department in which they are enrolled

- Continuous Enrollment – Graduate Students Only
Students must submit their Continuous Enrollment paperwork submitted BEFORE the deadline set by Graduate Studies on the hiring timeline.

There are no units associated with Continuous Enrollment, but it allows graduate students to work as an ASE without needing to register in other courses.

### Hiring International Students

International students must hold either an F1 or J1 visa. Hiring departments / programs will be verifying eligibility with the International Programs & Global Engagement (IPGE) office by submitting a Work Status Verification form to intlprg@csus.edu. The completed form should accompany the completed hiring package.

### COVID Hiring Process – ISA / GA

NOTE: The hiring process COVID positons is similar to the hiring process of regular ASE/Unit 11 hires. There are only two differences: Posting of positions and a form has been changed for COVID hires. More information is provided in the related sections.

1. Post position on the Office of Graduate website.
2. The hiring department / program picks the best candidate for the position.
3. Student fills out application (form #1) & returns it to the department / college.
4. The department completes all necessary hiring forms, gathers signatures & submits electronically to the Office of Graduate Studies, aseunit11@csus.edu. See ‘Fall 2021 Hiring Process – OnBase’ information below
5. The Office of Graduate Studies will review forms submitted and verify GPA & unit enrollment.
6. The hiring paperwork for qualified students will then be forwarded to the Human Resources (HR) – Student Employment Office.
7. Students will be contacted by the Student Employment office through their Sac State email for any paperwork they many need to complete at HR / Payroll.
8. A student position offer letter will be sent though their Sac State email, which they must sign & return before starting their position.

**Background Checks** - Please note that students who have been identified by the department-submitted Background Check Worksheet for needing a background check will need to complete this requirement before an offer letter is issued. The Student Employment Office will contact the student and initiate the background check.

**Payroll** – Students will only need to go to the Payroll office if there have been any changes to the following or if contacted by the Payroll office:

- Name
- Address
- Dependents
- Social Security
- Immigration Status
- Marital Status

### Fall 2021 Hiring Process - OnBase

Student Human Resources is working on switching the hiring process from forms to OnBase. They are hoping to have training completed for hiring staff this summer, but in case that the switch is delayed we will continue to accept forms by email at aseunit11@csus.edu.
Forms 1-3 are unchanged. The fourth form (ASE Position Description / Duties / Responsibilities sheet) has been changed for COVID hires. Please attach the proper form for the COVID position.

Submit the following four (4) forms for each Academic Student Employee (ASE) a department/program hires.

1. ASE/Unit 11 Application (submitted by student to department/program)
   - ISA.pif (revised May 2020)
   - GA/TA (revised May 2020)
   - ASE/PTF Instructions.pif (revised August 2020)
2. Academic Student Employee (ASE) - Personnel Transaction Form.pif
3. Background Check Worksheet.pif
4. ASE Position Description / Duties / Responsibilities Sheet (Form - 4)
   - Teaching Associate (TA) Position.pif
   - Graduate Assistant (GA) Position.pif
   - COVID - Graduate Assistant (GA) Position.pif
   - Instructional Student Assistant (ISA) Position.pif
   - COVID - Instructional Student Assistant (GA) Position.pif
5. *Optional - Work Status Verification Form (International Students).pif

Below is more information on filling out each individual form.

**Form 1 – ASE/Unit 11 Application Completion**

The ➔ pink arrows indicate areas to pay special attention to before submitting the application.

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**ASE/Unit 11 Application**

**Instructional Student Assistant**

The ➔ pink arrows indicate areas to pay special attention to before submitting the application.

- To avoid delays, verify that the student meets the basic GPA & work requirement. Verify residency status.
- ISAs are paid hourly, hours are assigned by week or semester.
- Department Chair or Program Director must sign application.
Form 2 – Academic Student Employee (ASE) - Personnel Transaction Form

**ASE/Unit 11 Application**

**Graduate Assistant**

The pink arrows indicate areas to pay special attention to before submitting the application.

To avoid delays, verify that the student meets the basic GPA & unit requirement. Verify residency status.

Note the number of hours the student will work PER week. Include hours outside classroom.

Department Chair or Program Director must sign application.

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**Academic Student Employee Personnel Transaction Form (PTF)**

**Instructional Student Assistant**

Fill out the ASE/PTF completely and pay special attention to the circled areas.

- Student Job Classification & CMS Position numbers are unique to each position. See your department budget person for more information.

- Verify that the hours, frequency & pay matches on the application.

- Both the department/program & Dean’s Office must sign (Adobe) the form.
Form 3 – Background Check

Background Check Worksheet

All ASE Hires - ISA / TA / GA

Check each of the boxes with the information requested for the position being filled.

Student HR will contact a student if they’re required to complete a background clearance.
### ASE / Unit 11

#### COVID Position Descriptions

A specific position description form is available for Covid ISA & GA hires.

Please **do not submit** a position posting form in lieu of this form.

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### Form 5 (Optional) – International Students

#### ASE / Unit 11

**International Students Work Status Verification Form**

This form is **filled out by the department** and sent through email or Adobe Sign to the **International Programs & Global Engagement office** for approval.

**Include this form with the hiring file**
Avoid Delays in Hiring

Make sure that the student:

- Name matches on all forms
- Meets GPA minimums
- Is enrolled in minimum units (except winter & summer)

Make sure that the forms have:

- Faculty signatures on both the application & ASE-PTF
- Same number of hours on both the application & ASE-PTF
- Correct hire & end dates set by Payroll / HR

Submit all of the hiring forms or questions to aseunit11@csus.edu

COVID Modes of Instruction - Descriptions

Note that the modes of instruction have been amended due to the coronavirus to the following modes of instruction that will be supported by COVID-ASE / Unit 11 hires:

**HerkyFlex** - Enables students to choose between two modes of instruction, in-person, or synchronous online. This is a modification of the HyFlex format. Each class section and learning activity will be offered in-person in an on-campus classroom and simultaneously online. All instruction takes place at a pre-determined scheduled time.

**HyFlex** - Enables students to choose between three modes of instruction, in person, online synchronous, or online asynchronous. Students have a choice about how they will engage in their learning: they can choose to attend the real-time on-campus class session, attend the real-time class session via Zoom, or they can choose to take the class fully asynchronously. Ideally, students are able to choose which format they prefer for each scheduled class session.

**Blended** – Course includes In-Person AND Synchronous Online meeting times required.

**Hybrid** - Meets partially online and partially in person. Some class meetings are held in person as scheduled and the remainder of the class is conducted online synchronously or asynchronously. Refer to the course syllabus for details. Internet access required.

**Synchronous (synch)** - Meets in real time at designated scheduled meeting days and times.

**Asynchronous (asynch)** - Does not have designated scheduled meeting days and times. Students complete class activities and assignments as detailed in the course syllabus.