Academic Student Employees (ASE) - UNIT 11
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2021
Hiring Dates & Information

Hiring COVID-ISA or COVID-GA ASE / Unit 11 – Please visit the Office of Graduate Studies website for specific process for hiring support instruction impacted by the Coronavirus. COVID hires will follow this timeline in processing.

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

• Start Submitting Job Postings: April 05, 2021*

*For COVID position posting, please contacted the Office of Graduate Studies at aseunit11@csus.edu for information.

• Priority Submission of Hiring Forms (Email / OnBase**) July 1 - 25, 2021

**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: aseunit11@csus.edu

Grades Posted:
Spring 2021: May 26, 2021
Summer 2021: August 24, 2021

Minimum GPA Requirements (Use Cumulative GPA Only)
• Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
• Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Minimum Unit Requirements
• Graduate Students - Min: 4 units / Max: 12 units
• Undergraduate Students - Min: 6 units / Max: 15 units

Fall 2021 Registration: April 26 – May 14, 2021

Continuous Enrollment* – Forms must be submitted by: August 2, 2021
Graduate Students, ASE / Unit 11 Only

ASE / Unit 11 Appointment Notifications (Offer Letters) – For applications received by PRIORITY due date:
• Teaching Associates (TA) August 03, 2020
• Instructional Student Assistant (ISA) August 07, 2020
• Graduate Assistants (GA) August 14, 2020

Due to social distancing protocols, Payroll and HR/Student Employee Office will be issuing new guidelines for the processing of offer letters and completing necessary payroll documents. Students will be given instructions when they receive their offer letter by MySacState email.

Payroll and HR/Student Employee website:
https://www.csus.edu/administration-business-affairs/human-resources/student-employment.html
ASE – Unit 11 Salary – *Click on salary link below for any updates on salaries.*

- Instructional Student Assistant (ISA) **Hourly** Salary (1150/1151) $15.00 - $20.42
- Teaching Associate (TA) Monthly Salary (2354.01 - Graduate) $2,427 - $5,683
  - TA - Doctorate Students (2354.02) $2,861 - $7,164
- Graduate Assistant (GA) Monthly Salary (2355) $2,549 - $4,542

http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15

**Fall 2020 Work Dates**

- **Teaching Associate (TA):** 08 / 25 / 2021 – 01 / 03 / 2022
- **Instructional Student Assistant (ISA):** 08 / 30 / 2021 – 01 / 23 / 2022
- **Graduate Assistant (GA):** 09 / 01 / 2021 – 01 / 31 / 2022

**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.
- All correspondence from the Student Employment Office, including offer letter, will be sent to the student Sac State email.

Apr 2021