

## Academic Student Employee / Unit 11

### Hiring Process Information

#### Unit 11 - Teacher Associate (TA), Graduate Assistant (GA) & Instructional Student Assistants (ISA)

REVISED – Spring 2025

Unit 11 Academic Student Employee Website

Visit <https://www.csus.edu/graduate-studies/unit-11/> for Unit 11 applications & job postings

#### GA & TA Eligibility

- Students **MUST BE** registered in a **graduate** or **doctoral program** at Sacramento State and must have satisfactory academic progress.
- Enrollment in a minimum of **4 units** and **no more than 12 units** per semester (exception: Continuous Enrollment).
- Registered in a graduate degree program at Sacramento State
- **Overall** 3.0 GPA or better (Newly admitted: 2.75)
- International students must be eligible to work on campus (F1 & F2).
- 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
- Academic Student Employment is open and available to all who are interested in applying, regardless of race, sex, color, ethnicity or national origin.

#### ISA Eligibility

- Students must be enrolled in a minimum / maximum number of units during the spring & fall semester (exception: summer & winter breaks)
  - **Graduates:** Minimum of 4 units / maximum of 12 units per semester (exception: Continuous Enrollment)
  - **Undergraduates:** Minimum of 6 / maximum of 15 units per semester (fall & spring only)
- Current Sacramento State employees or students enrolled through Open University are not eligible to work as ISAs.
- **Overall** GPA Minimum:
  - Graduate Students: 3.0 (newly admitted: 2.50)
  - Undergraduates: 2.5 (newly admitted: 2.25)
- International students must be eligible to work on campus.
- Academic Student Employment is open and available to all who are interested in applying, regardless of race, sex, color, ethnicity or national origin.

Contact individual departments/programs for other eligibility requirements

## Students Applying for a GA/TA/ISA Position

1. Open positions are posted by departments and programs online at:
  - a. <https://careers-student.csus.edu/en-us/listing/>
2. Student reviews positions and applies through PageUp.
3. An application is sent through the system to the department/program/college directly.

## Hiring Process

- The department/program/college determines if the applicant is qualified for employment by reviewing application.
- The hiring department/program/college creates an offer card.
  - A **guide** to Offer Cards can be found here:
    - <https://www.csus.edu/administration-business-affairs/human-resources/employment-services/internal/documents/hiring-manager-forms/initiating-an-unit-11-offer-card.pdf>
      - Contact Student HR by email for more information: [hr-studentemployment@csus.edu](mailto:hr-studentemployment@csus.edu) or
      - Office of Graduate Studies main website for links, forms, datelines and information: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>
  - The Office of Graduate Studies will be reviewing & approving students after verifying GPA, units, hours, etc. for each student. The information will be tracked by Student HR.
  - The student will be emailed if they need to submit information or documents for:
    - **Background Check** – Students may need to submit to a background check, unless they've had one within the last year.
    - **Payroll** – Students being hired for the first time or have had changes to their name, marital status, etc. will need to submit the following:
      - Official Gov't Issued ID; Social Security Card; and Passport (Int'l students)

## When can a student start working? Work Offer Letter?

- After a student has completed all Payroll hiring paperwork, if approved, HR/Student Employment Office will notify eligible students with their work offer letter. The hiring department/program/college contact person will be notified as well.
- Processing an application may take 1 – 2 weeks **AFTER** a department/program/college have entered a hiring request.
- The student is to sign and return the offer letter before they can start working.
- Students have 2 weeks to return the signed offer letter to the HR/Student Employment Office

- All Payroll documents must be completed PRIOR to starting work. This applies to new hires & students that have not worked for more than **12 months** on campus.

## UAW Orientation

- Newly hired (TA, GA and ISA) **are required** to attend a 30-minute orientation with a UAW representative. **The new hires will be paid for the 30-minute orientation.** Orientation can be conducted in a group or one-on-one setting.
- Once the orientation date, time, number of invited attendees, job classification (TA, GA or ISA) and format (in-person or zoom) have been identified, email the information to ALR at [academiclr@csus.edu](mailto:academiclr@csus.edu). **UAW orientation must occur no later than 10 days after the first day of work of the new hire.**
- The University must provide notification to UAW **at least 10 days** prior the actual day of orientation.
- ALR will provide all communication to the UAW representative. Any direct communication from a UAW representative to the College/Department needs to be forwarded to ALR for a response.
- A sign-in sheet will need to be completed by the attendees and **must be returned to ALR on the same day or by noon the following day.**
- For questions, email to ALR at [academiclr@csus.edu](mailto:academiclr@csus.edu).

## Maintaining GA/TA & ISA Positions

- Students must **maintain enrollment status** and a **satisfactory progress toward the completion of a degree** (evidence may be required by individual department/program/college) during the semester in which they have been appointed to a GA/TA or ISA position.
- Failure to maintain enrollment status will result in **immediate termination** of GA/TA or ISA position.