

California State University, Sacramento

Instructional Student Assistants (ISA) Application

Submit completed and signed application to the hiring department or program unit

*Semester: Spring Summer Fall Winter Year: _____

Last Name: _____ First: _____ MI _____

SSN / Student #: _____ (required) Birthdate: _____ (required)

Mailing Address: _____
Address City State Zip

Telephone: _____ E-Mail: _____

Undergraduate Graduate / Doctorate Major: _____

Are you an international student? NO YES → If YES, the Office of Global Education must verify work status

Will you use FWS for this position? NO YES → If YES, provide Work Study award letter to department / program unit

Will you be working as an **ISA, Student Assistant, Graduate Assistant** or **Teaching Associate** in any other department?

No Yes (note departments and hours) _____
Students may not work more than 20 hours a week (fall & spring only)

Will you be working as a **Temporary Faculty or Staff Employee** in any other department?

No Yes (IF YOU SELECTED 'YES' - STOP) **Academic Student Employees may not be concurrently hired as temporary faculty/staff

Briefly describe your qualifications for the position (attach resume or additional sheet to application):

INTERNATIONAL UNDERGRAD & GRAD STUDENT VERIFICATION - Visit IPGE Office for approval (Library 1001)

For Office of Global Education: VISA _____ # of Units: _____ GPA: _____ Class Level: _____

Is the student eligible for employment at Sac State? Yes No

Office of Global Education Signature

Date

**Student
Signature:**

Date:

Hiring Department / Program Unit Verification

Student OVERALL GPA: _____ Units Enrolled: _____ Cont Enrollment Fees Paid

Hours Per Week / Semester: _____ to _____ or _____ or _____
2 - 5 hour difference Set weekly hours Hours per semester Max. of 20 hrs a week when school is in session

ISA reports to (staff / faculty): _____

Ext: _____

I verify that the student meets the following requirements (check off boxes):

- Unit Req - Graduate Students: 4-12 units / Undergraduate Students: 6 - 15 units
- GPA (overall) - Graduate Students: 3.0+ GPA / Undergraduate Students: 2.50 GPA

AND that our department / program acknowledges the following (check boxes):

- Work dates on Personal Transaction Form (PTF) are current & accurate (actual work dates)
- New Applicants** - Student is NOT approved to start working until all hiring paperwork has been submitted to student HR office.

Will this student be teaching an assigned course while employed as an ISA? No Yes

We are recommending this student for employment as an Instructional Student Assistant for the semester indicated. A completed PTF is attached.

Chair / Unit Administrator

Dept.

Ext.

Signature

↓ For Office of Graduate Studies use ONLY ↓

Approved Denied

Dean Signature / Office of Graduate Studies

Date

2018 Sept