

Unit 11 Academic Student Employee Hiring Information

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

Unit 11 Academic Student Employee Website

Visit www.csus.edu/gradstudies/unit11 for Unit 11 applications & job postings

GA & TA Eligibility

- ✓ Enrolled 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
- ✓ Clear 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

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

★ **Contact individual departments / programs for other eligibility requirements** ★

Students Applying for a GA / TA / ISA Position

- ✓ Open positions are posted by departments and programs online at: www.csus.edu/gradstudies/unit11
- ✓ Student submits a completed & signed application to the department / program **directly**, along with resume (if applicable).

Hiring Process

- ✓ Department / program selects a student that meets basic qualifications.
- ✓ Four (4) forms, **plus one (1) set of copies**, are filled out & submitted to the Office of Graduate Studies for each student:
 - Fill out a GA / TA or ISA application completely. Attach a resume, if needed.
 - Academic Student Employee (ASE) – Personnel Transaction Form
 - Background Check Worksheet
 - ASE Position Description / Duties / Responsibilities Sheet

- ✓ **TA & GA Applicants:** The student's major & hiring department **must be closely related**.
- ✓ The Office of Graduate Studies will review paperwork, verify GPA & unit load.
- ✓ Hiring paperwork for qualified students will be forwarded to Human Resources (HR) – Student Employment Office
- ✓ Please note that the processing of an application may take 5-7 working days **AFTER** a department / program has submitted paperwork to OGS / HR **BEFORE** an offer letter is available.

When do students receive their offer letter?

- ✓ HR / Student Employment Office will notify eligible students via their **Sac State email** when the offer letter is ready for signing.
- ✓ Students must go directly to the HR / Student Employee Office, located at Del Norte Hall, Room 3009, to sign the offer letter & complete necessary Payroll documents.
- ✓ If an expected offer letter is not received, please **contact the hiring department / program directly**.

After the offer letter is submitted what happens?

- ✓ Students have **14 days to return the original signed offer letter to HR / Student Employee Office**, located at Del Norte Hall, Room 3009. After 14 days, the job offer can be cancelled (rescinded) by the hiring department / program.
- ✓ 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.
- ✓ HR / Student Employee Office will provide students with a document noting that they are eligible to start working.

Maintaining GA / TA & ISA Position

- ✓ Students must **maintain enrollment status** and a **satisfactory progress toward the completion of a degree** (evidence may be required by individual departments / colleges) 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.

Payroll Exception - A student does not need to return to the Payroll Office, if the student is working in the **same exact** department / program **AND** position from the **previous** semester.

NO changes to:

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