Academic Student Employee / Unit 11
Hiring Process Information
Unit 11 - Teacher Associate (TA), Graduate Assistant (GA) & Instructional Student Assistants (ISA)

<mark>REVISED</mark> – Summer/Fall 2024

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

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

1. Open positions are posted by departments and programs online at:

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

2. Student reviews positions and clicks on the position for details.

3. An application is downloaded, saved, filled out & submit via **email** to the department/program/college *directly*. Each post has the name of a contact person

and email contact for the department/program/college. Students may attach a resume or other pertinent information to the email.

4. **NOTE**: There are two (2) _**different**_ applications for ISA and GA/TA positions. Make sure that the application matches the position being filled.

5. <u>**GA/TA Applicants**</u>: The student's program <u>**AND**</u> hiring department <u>**must be closely related**</u>.

<u>Hiring Process</u>

1. The department/program/college determines if the applicant is qualified for employment by reviewing application.

2. The hiring department/program/college fills out the <u>**bottom part**</u> of the application (**Form 1**):
   a. Confirms GPA, international work status & unit load (enrollment not required during summer & winter breaks)
   b. Assign work hours (Fall & Spring: 20 hours max)
   c. Name of staff or faculty that supervises student.
   d. ISA: Will the student be teaching? Please mark as needed.
   e. Chair / Unit Administrator Signs and completes other information, as needed.

3. The department/program/college fills out an **ASE Position Description Breakdown** (**Form 2**), which can be found at: https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html

4. Hiring staff/faculty will request the hiring of a student using **OnBase** and <u>**attach the two (2) necessary forms**</u> (noted in #2 & #3 above), plus resumes/CV (if applicable).
   a. Contact Student HR by email for more information: hr-studentemployment@csus.edu or
   b. 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

5. <u>**CMS Position Number:**</u> For new positions, the department/program/college will need to contact their department analyst for a unique CMS position number for the student being hired.

6. Department/program/college approvals will be managed by OnBase and emailed directly to those authorized to approve the position hire.

7. The Office of Graduate Studies will be reviewing & approving students after verifying GPA, units, hours, etc. for each student.   The information will be tracked on OnBase by Student HR.

8. The student will be emailed to their MySacState account, If they need to submit information or documents for:
   a. **Background Check** – Students may need to submit to a background check, unless they've had one within the last year.
   b. **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   • 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 through their **Sac State email** 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 student to OnBase.

- 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 willl 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. **UAW orientation must occur no late 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.

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.

Updated: September 2024