

# Unit 11 Academic Student Employee Hiring Information

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

**REVISED – Electronic Submission – 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

- ✓ 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** ★

### How to Applying for a GA / TA / ISA Position

- ✓ Open positions are posted by departments and programs online at:  
<https://www.csus.edu/graduate-studies/unit-11/job-listings.html>
- ✓ Review positions and click on the position for details.

✓ Download application, save, fill out, & submit via **email** to the department / program **directly**. Email contact information is noted on the position post. Attach a resume to email, if applicable.

**Note:** There are two (2) **separate** applications: one for ISA positions & one for GA/TA positions.

✓ **TA & GA Applicants:** The student's major & hiring department **must be closely related**.

### Hiring Process

✓ The department / program determines if the applicant is qualified for employment.

✓ The applications and other necessary hiring paperwork for eligible GA / TA or ISA applicants will be forwarded to the Office of Graduate Studies, where GPA & enrollment will be verified.

✓ The hiring paperwork for qualified students will then be forwarded to Human Resources (HR) – Student Employment Office

**Background Checks** - Please note that students who have been identified by a department / program as handling sensitive information or working directly with other students will require a complete background check before an offer letter is issued. The Student Employment Office will contact the student and initiate the background check.

**Payroll** – Students will only need to go to Payroll **if there has been a change to their status** including but not limited to the items listed below or contacted by the Payroll Department:

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

### When do I get my offer letter?

✓ The processing of an application may take 1 – 2 weeks **AFTER** a department / program has submitted paperwork to OGS / HR.

✓ HR / Student Employment Office will notify eligible students via their **Sac State email** (MySacState) with an offer letter.

### What do I do with the offer letter?

✓ Students have **14 days to return the original signed offer letter** to HR / Student Employee Office, located at Del Norte Hall, Room 3009, to drop off the signed offer letter & complete necessary Payroll documents.

✓ If an expected offer letter is not received after **two weeks**, please **contact the hiring department / program directly**.

✓ All Payroll documents must be completed **PRIOR** to starting work. This applies to all new hires, students that have not worked for more than **12 months** on campus or had the following changes:

- ◆ Name
- ◆ Address
- ◆ Marital Status
- ◆ Dependents

- ✓ HR / Student Employee Office will provide students with a document noting that they are eligible to start working, which they can present to the department / program.

### **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.

### **UAW Orientation**

- ✓ Newly hired (TA, GA and ISA) are required to attend a 30-minute paid orientation with a UAW representative no later than 10 days after their first day of work.
- ✓ Contact the Office of Academic Labor Relations (ALR) for compliance of notification and assistance by email at [academiclr@csus.edu](mailto:academiclr@csus.edu).

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