



California State University Stanislaus  
Office of Faculty Affairs - MSR 340  
(209) 667-3392

**Instructional Student Assistant Hiring Form**  
Form 105-Unit 11

**SECTION A:** PLEASE USE THIS FORM FOR THE HIRING OF UNIT 11 INSTRUCTIONAL STUDENT ASSISTANTS ONLY. To be completed by student's direct supervisor upon hiring. Once completed, send directly to the Office of Faculty Affairs, MSR 340. Upon receipt of the completed Form 105-Unit 11, Faculty Affairs will generate an appointment letter. It is the hiring area's responsibility to verify the student employee's current enrollment status.

**For Hiring Department/Area Use Only**

Is the student being hired as a Work Study student?  Yes  No

Name of Student: \_\_\_\_\_ CMS ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Job Title (Please use exact title used on Form 101): \_\_\_\_\_

Hiring Department/Area: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is the student working in another area on campus? Yes  No

If yes, please identify department \_\_\_\_\_ Position \_\_\_\_\_ Weekly Hours: \_\_\_\_\_

**(Instructional Student Assistants may not work in excess of a combined 20 hours per week)**

Enrollment Status:  Graduate  Undergraduate  Full-time  Part-time

Date of Hire: \_\_\_\_\_ End Date: \_\_\_\_\_

Classification & Job Code: \_\_\_\_\_

Salary (per hour): \_\_\_\_\_ # of Hours (per week): \_\_\_\_\_

Supporting documentation (i.e., duties statement and/or student work history) shall be on file in the Office of Faculty Affairs for review by appropriate administrator(s) upon request.

Funding Source: \_\_\_\_\_ Position No: \_\_\_\_\_  
Dept. ID-Fund-Acct-Program-Project

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Funding Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(if different than Dept. Head)*

**SECTION B: To be completed by Faculty Affairs**

New Hire:  Yes  No Hiring Documents on File:  Yes  No

Date sent to Payroll: \_\_\_\_\_