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

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

**Clear Form**

**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 Use Only**

Enrollment Status: ☐ Graduate ☐ Undergraduate ☐ Full-time ☐ Part-time
Is the student being hired as a Work Study student? ☐ Yes ☐ No
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)**

**Name of Student**: _____ **CMS ID Number**: _____

**Address:** _____

**Phone:** _____ **E-mail:** _____

**Classification & Job Code (Please use exact title from Form 101):** _____

**Hiring Department/Dept ID:** _____ **Building/Room#:** _____

**Contact Person:** _____ **Title:** _____

**Telephone:**_____ **E-mail:** _____

Date of Hire: _____ Expected End Date: _____

Salary (per hour): _____ # of Hours (per week): _____ Position No: _____

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).

Existing Position #: _____ Reports to: _____

Hiring Department Name: _____ Hiring Department ID: _____

Funding Source(s): _____ _____ _____ _____ _____ / _____ _____ _____ _____ _____

Dept ID Fund Acct Program Project Dept ID Fund Acct Program Project

*If more than 2 funding sources, attach additional sheet.

Supervisor Name: _____ Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

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

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

Date sent to Payroll: _____

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