



## INSTRUCTIONAL STUDENT ASSISTANT STEP-BY-STEP HIRING GUIDELINES

**Instructions:** Review and follow the outlined step-by-step guidelines required to hire an Instructional Student Assistant.

Steps in Process	Responsible Department and Corresponding Process
<b>Definition</b>	<p><b>Instructional Student Assistant:</b> The agreement with the UAW requires that a student is classified as an Instructional Student Assistant (ISA) in an individual department or equivalent organizational unit if he/she performs grading, tutoring, or instruction for a majority of his/her work hours during the duration of the academic term in that individual department or equivalent organizational unit on a CSU campus. Only Student Assistants who teach, grade, or tutor CSU students (as opposed to non-CSU students) are to be classified as ISA's.</p>
<p><b>Step 1</b> Review Class Standards and Salary Schedule</p>	<p><b>Determine whether the position is properly classified as an ISA and secure approval from appropriate budgetary authority</b></p> <p>Review the Classification and Qualification Standards to make this determination</p> <p><b>Instructional Student Assistant:</b> <a href="http://www.calstate.edu/HRAdm/Classification/R11/Inst_Student_Assistant.pdf">http://www.calstate.edu/HRAdm/Classification/R11/Inst_Student_Assistant.pdf</a></p> <p>Review the Current CSU Salary Schedule for salary placement</p> <p><b>Salary Schedule-Instructional Student Assistant:</b> <a href="http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&amp;F1=1150&amp;D1=0&amp;Page=1&amp;Recs=15">http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&amp;F1=1150&amp;D1=0&amp;Page=1&amp;Recs=15</a></p>
<p><b>Step 2</b> Initiate Job Posting</p>	<p><b>Complete Form 101– Student Employment Job Posting Form</b></p> <p>Attach Job Description including Experience and Desired Skills and submit to the Office of Faculty Affairs. Hard copy should be attached to Form 101, Job posting template should be sent electronically to Faculty Affairs: <a href="mailto:trmartinez@csustan.edu">trmartinez@csustan.edu</a></p>
<p><b>Step 3</b> Create Job/Vacancy Announcement</p>	<p><b>The Office of Faculty Affairs will create a Vacancy Announcement on the University Web Page for Student Employment for a minimum of 5 working days</b></p> <p>The Office of Faculty Affairs will notify the hiring department when announcement has been posted</p> <p>Hiring Department should also post a copy of the Vacancy Announcement on their website or within the department for a minimum of 5 working days</p>
<p><b>Step 4</b> Review Applications</p>	<p><b>Hiring Department accepts applications and screens applicants following procedures described on position vacancy announcement</b></p>
<p><b>Step 5</b> Select Qualified Applicants</p>	<p><b>Direct Supervisor selects most qualified applicant(s) following minimum qualifications and hiring criteria described on position vacancy announcement.</b></p> <p>Vacancy Announcements will be removed from the University Web Page based on timeline identified on Job Posting Form 101</p>

<p><b><u>Step 6</u></b> Initiate Hire</p>	<p><b>Direct Supervisor fills out Form 105-R11, and forwards to the Office of Faculty Affairs</b></p>
<p><b><u>Step 7</u></b> Initiate Appointment and Hiring Process</p>	<p><b>The Office of Faculty Affairs creates appointment letter (contract) and forwards a copy to Hiring Department along with signed and approved Form 105-R11</b></p> <p>New Student Employee: Notify Employee of Offer of Employment and request they schedule an appointment to sign contract/appointment letter, complete necessary hiring paperwork and provide proof of authorization of right to work <i>Employee must provide evidence of identity and employment authorization within 3 business days of when employment begins</i></p> <p>Returning Employee: Faculty Affairs mails contract to employee for acceptance of appointment with instructions to sign and return to the Office of Faculty Affairs.</p>
<p><b><u>Step 8</u></b> Set-up Payroll</p>	<p><b>Faculty Affairs finalizes appointment and initiates payroll process</b></p> <p>Enter student information into CMS as new employee or updates incumbent employees with current appointment information</p> <p>Prepares appropriate payroll documentation such as PPT/EAR, when appropriate, and forwards with copy of appointment letter to Payroll</p> <p>Payroll will provide the Direct Supervisor with a timesheet for recording student work hours</p>
<p>Process Complete</p>	

Hiring/Appointment Questions:

Office of Faculty Affairs (209) 667-3392  
Toni Martinez (209) 667-3028 [tmartinez@csustan.edu](mailto:tmartinez@csustan.edu)  
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Payroll Questions

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