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| Seal FINAL Black | California State University, Stanislaus FORM 101 Human Resources Student Assistant Job Posting RequestMSR 320 **·** (209) 667-3351 (Non-Work Study Positions) |

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***Section A: To be completed by Hiring Department***

**Department:**

**Contact Person:**

**Title:**

**Building:**

**Room:**

**Email:**

**Phone:**

**Student Assistant Job Title:**

**Check only one, if applicable; otherwise leave blank:**

**[ ]  Instructional Student Assistant (Unit 11):** Please consult with Faculty Affairs (x3392) to determine if your position is an Instructional Student Assistant position.

**[ ]  Spot Job:** Position will work between 1 – 7 days only.

**Duties (if characters exceed space provided, email text to** **kcummings@csustan.edu****):**

**Experience/Skills Desired (if characters exceed space provided, email text to** **kcummings@csustan.edu****):**

**Will student(s) be working with minor children (under the age of 18)? [ ]  Yes [ ]  No**

**Will student(s) be handling cash, making credit card transactions, purchases, etc? [ ]  Yes [ ]  No**

**Will student(s) have access to campus databases (i.e. PeopleSoft/CMS, Brio, etc.)? [ ]  Yes [ ]  No**

**Will student(s) be driving on the job (including private vehicle & motorized campus vehicles)? [ ]  Yes [ ]  No**

**Number of total openings to be filled with this job posting: #**

**Of the above number of openings, #**      **is/are NEW, and #**      **is/are REPLACING the following vacated student assistants:**

**Hours per week:**       (May not exceed 20 hrs per week while classes are in session.)

**Pay Rate:**       (Hiring Supervisor is responsible for ensuring compliance with student assistant classification and pay guidelines. See <http://www.csustan.edu/hr/Apps-Forms-Policies-Procedures/Documents/Employment-Students/StudentAssistantClassification-PayGuidelines.pdf>.)

**Hire Start Date:**       (Must be after 5 working day posting period.) **How long will the job last?**       (E.g. # of months, semester, AY, etc.)

**Application Deadline Date:**        (Mandatory minimum posting period is 5 working days.)

**How students are to apply (check all that apply): [ ]** In Person **[ ]** Via Email **[ ]** Via Mail

**Required application materials (check all that apply)\*: [ ]** Resumé **[ ]** Cover Letter **[ ]** Available Work Schedule

**\***Students *MUST* complete a CSU Stanislaus application to apply for on-campus jobs. All applications shall be kept on file in the hiring department, except those of the hired student employee, which goes to Human Resources/Payroll along with other hiring documents.

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***Section B: Authorization***

**Department Head (must be MPP or Academic Department Chair) OR if position is grant-funded, the Principal Investigator/Project Director’s approval is required *prior* to posting a job to verify that departmental student assistant funds are available. By signing below, the Department Head/Department Chair/ Principal Investigator approves the hiring for the student assistant position(s) listed above.**

**Print Name & Position Title of Department Head / Dept Chair / P.I.:**

**Signature: Date:**

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***Section C: For Human Resources Use Only***

**Job Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay Class: \_\_\_\_\_ LiveScan clearance req’d? \_\_\_\_\_\_\_\_\_\_ Date Posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Confirmation Sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**