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|  | Student Assistant Job Posting Request  (Non-Work Study)  Human Resources  MSR 320 **·** (209) 664-6986 |

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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 [psurratt@csustan.edu](mailto:psurratt@csustan.edu))**:**

**Experience/Knowledge/Skills Desired** (if characters exceed space provided, email text to [psurratt@csustan.edu](mailto:psurratt@csustan.edu))**:**

**Will student(s) be responsible for the care, safety & security of people (including direct contact with children/minors), animals, and**

**CSU property?  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 & Pay Guidelines. Pay rate will be reviewed and approved by Human Resources. See (<https://www.csustan.edu/sites/default/files/groups/Human%20Resources/emp-services/studentassistantclassificationpayguidelinesrev_1.13.17.pdf>.)

**Proposed 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.

**Funding source:**                               **Position reports to:**       **Position works in:**

Acct Fund Dept ID Prgrm Prjct/Class Supervisor Name Dept Name/ID (If different than funding source)

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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/Budget Use Only***

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

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CMS Position #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**