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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 Name & Title:**

**Email:**       **Phone:**       **Building & Room:**

**Student Assistant Job Title:**

**Check if this position is a “Spot Job” (Duration of job is short-term, between 1 – 14 days long):**

**Duties** (if characters exceed space provided, email text to [mdole@csustan.edu](mailto:mdole@csustan.edu))**:**

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

**Will student(s) have direct contact with minors (children under 18) and/or animals?  Yes  No**

**Will student(s) have access to any “Level 1” confidential information? (Please see** [**CSU Policy 8065**](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf)**.)  Yes  No**

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

**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 along with other required hiring documents.

**Funding source:**                               **Position’s physical location:**

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

**Position reports to (MPP Supervisor Name):**       and **Lead/Timekeeper** **Name** (can be non-MPP)**:**

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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: \_\_\_\_\_ Class Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CMS Position #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Required BGC: Live Scan Sex Offender Check Employment Check AB Criminal Check Reference Check**

**Date Posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Confirmation Sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**