



# Student Assistant Employment Guide

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## STUDENT ASSISTANT EMPLOYMENT GUIDE

### DEFINITION AND PURPOSE OF THE STUDENT ASSISTANT CLASSIFICATION

The classification and qualification standard for Student Assistants (class codes 1868, 1870, 1874, 1150 and 0100) has been established by the Chancellor's Office, Faculty and Staff Relations to describe typical positions filled by students while they are enrolled at the University. (FSA 81-13, Supplement No. 1). The Student Assistant program is designed to meet three primary objectives:

1. Provide the University with part-time help in a variety of instructional and administrative programs;
2. Provide a means and opportunity to suppl



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Assistant and is either taking a recess semester off in which s/he is not enrolled as a student or is enrolled in less than 6 units. Students are restricted to one "bridge" semester per academic year (Fall - Summer).

The Bridge Studen

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A student assistant is not eligible for permanency and can be terminated at the discretion of the employing department. Student Assistants work on an "at will" basis.

A student assistant is not eligible to compete for internal promotional opportunities offered to regular University personnel.

WORK-STUDY STUDENT EMPLOYEES

The employment guidelines listed in this document also pertain to federal work-study employees, with the exception of the section covering "Work Hours." The Federal Work-Study Program is administered by the Office of Financial Aid. Additional information for federal work study employees can be found on the [Financial Aid website](#).

FederalWork-StudyStudent Assistant(on-campus)(ClassCode1871)

Route to Financial Aid for approval.

FederalWork-StudyStudent Assistant(off-campus)(ClassCode1872)

Route to Financial Aid for approval. Off-campus Federal Work-Study Student Assistant employers are contracted through the Office of Financial Aid only.

FederalWork-StudyInstructional Student Assistant(ClassCode1151)

Performs grading, tutoring or instruction for majority of work hours during academic term – route to Financial Aid for approval.

[Learning-Aligned Employment Program \(LAEP\) Student Employees](#)

Student Trainee LAEP On-Campus Work Study: 1880

Student Trainee LAEP Off-Campus Work Study: 1881

Bridge Student Trainee LAEP On-Campus Work Study: 1882

Bridge Student Trainee LAEP Off-Campus Work Study: 1883

**On-Campus Work Study** – Works in a research-based assignment on a CSU campus that relates to the student's area of study, career objective, or the exploration of career objectives. The research is directed and supervised by a faculty, staff, or other mentor who will determine the research requirements.

**Off-Campus Work Study** – Works in a job assignment off campus for a CSU auxiliary, public agency, private non-profit, or for-profit organization which is participating in the LAEP under an agreement with a campus in the CSU system. Incumbents may be assigned work by the parti(t)-6qhhryns001( p)-0.8 (-5 (u)10.2 (m)-9.

**Bridge Student Trainee LAEP On-Campus Work Study and Off-Campus Work Study – The Bridge**

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**BENEFITS:**

Student assistants are not eligible for employment benefits, such as paid holidays, sick leave, vacation credits, life and medical insurance.

Students are covered by Workers' Compensation in the event of a job related injury.

**INJURY ON THE JOB:**

All work related injuries to a student assistant, regardless of how minor, must be reported to the supervisor. The injured student should be referred to Student Health Services for treatment. The supervisor must complete a Supervisor's Report of Injury (P.O. Form 66) and forward it to Risk Management.

**PERFORMANCE MANAGEMENT:**

Supervisors are encouraged to initiate actions that will provide students with as much training and engaging a work experience as possible in an effort to prepare students for future employment opportunities.

## CLASSIFICATION GUIDELINES

### CLASSIFICATION LEVELS OF STUDENT ASSISTANT POSITIONS

The classification level of a position is determined strictly by the duties and responsibilities required to perform the job and not by the innate ability of an incumbent, the incumbent's longevity on the job, or the availability of departmental funding. A job description that briefly outlines the duties of the position should be developed and the level determined prior to filling the position. The job description should be kept on file in the hiring department should a Human Resources audit occur.

Some positions may change as students acquire more duties and responsibilities. In such cases, if the duties of the position fit into a higher classification, the pay level should be changed accordingly by submitting a SEAF with a description of the change. To determine the salary increase for a class change, refer to the guidelines under Salary Administration.

Three classification levels (Student Assistant I, II, and III) are provided to assist supervisors in making classification determinations. Each class has a separate salary range. The classification level must be determined by





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current duties and on satisfactory work performance.

**STUDENT ASSISTANT LEVELS AND SALARY RANGES**

Please refer to the following link on [isfa](#) AND fo fo