

Hiring Unit 11 Student Employees
Instructional Student Assistants (ISA), and Graduate Assistants (GA)
This can be up to a five (5) week process, so plan accordingly.

Instructional Student Assistants (ISA) – Are undergraduate students whose job duties typically include performing individual/group tutoring, assistance with grading course assignments, quizzes, midterms, and finals, and maintain/submit grades. An ISA cannot proctor exams, present lectures, teach or supervise course sections.

Graduate Assistants (GA) – Are graduate students whose job duties typically include assisting with research, teach or supervise course sections, performing individual/group tutoring, assistance with grading course assignments, quizzes, midterms, and finals, and maintain/submit grades. A GA cannot proctor exams or present lectures.

Hiring Process

Step 1 – Work with your Department Admin they can ensure the Associate Dean has approved budget to hire an ISA or GA. Typically, classes with large enrollment, 90+ students, the Associate Dean will allocate grader hours for the semester. If using grant funds (i.e. RSCA, etc.) that allow for hiring of research assistants there is no need for Associate Dean's approval but confirm with the Budget Analyst that the funds have been received.

Step 2 – Per Unit 11 Collective Bargaining Agreement positions must be posted for a minimum of two (2) weeks. The Department Admin will work with you to post online, if needed. CoBA maintains an ongoing ISA Grader pool in Handshake and your Department Admin can forward applications to you, or a student you wish to hire can apply directly to the ISA Grader pool. The hiring of a research assistant ISA or GA will require a new posting. Your Department Admin will work with you on a job description and post in Handshake for a minimum of two weeks.

Step 3 – Faculty reviews applications, conducts interviews, and selects a student assistant. The Department Admin will process the hiring paperwork, from this point it is about a three-and-a-half-week period before the student can start working.

Faculty Responsibilities After Hiring

If working with an ISA:

- Ensure students do not work before their appointment start date, or after their appointment end date.
- Track student hours worked – at the end of each month students will report hours in myCSUSM. The Department Admin will notify you, and the student, of deadlines and provide further instructions on how to submit and approve hours.
- If your student is capped at max number of hours per semester it is your responsibility to ensure they do not go over.
- If you are using grant funds it is your responsibility to ensure you stay on budget.

If working with a GA:

- Ensure students do not work before their appointment start date, or after their appointment end date.
- GA students are salary employees and do not report hours in myCSUSM.