

# Classification and Qualification STANDARDS

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## Student Assistants

| Classification Title            | Class Code | Date Established | Date Revised           |
|---------------------------------|------------|------------------|------------------------|
| <i>Student Assistant</i>        | 1870       | 01-01-2008       | 06-01-2012             |
| <i>Bridge Student Assistant</i> | 1874       | 01-01-2008       | 06-01-2012             |
| <i>Student - NCS</i>            | 1868       | 01-01-2008       | 06-01-2012, 07-01-2022 |

### OVERVIEW

Student Assistants are CSU students who work in various areas of a campus. Student Assistants may work up to, but not in excess of, 20 hours per week during academic periods and may work up to 40 hours per week during academic break periods.

Under direct supervision, Student Assistants perform duties ranging from unskilled to skilled and/or specialized, in a variety of positions that typically require the use of manual, clerical, public contact, and/or analytical skills. Assignments have limited use of discretion and judgment. Work is regularly reviewed and may entail detailed instructions. Specific job duties are defined by the appropriate campus department.

The Student Assistant classification is distinguished from the Student Trainee, On-Campus Work Study and the Student Trainee, Off-Campus Work Study classifications in that the Student Trainee positions must meet eligibility requirements of the Work-Study Program as determined by the campus' Financial Aid Office. The Student Assistant classification is distinguished from the Instructional Student Assistant, Graduate Assistant, and Teaching Associate classifications in that the Student Assistant does not perform academic related duties such as instruction, tutoring, grading, evaluating, research, and assisting faculty with classroom activities.

***Student Assistant*** – This classification is used during the academic periods where the CSU student's status qualifies for the student FICA exemption. Incumbents in this classification do not pay Social Security or Medicare and are not enrolled in the Department of Personnel Administration's Part-Time, Seasonal, Temporary (DPA PST) retirement plan in lieu of Social Security.

***Bridge Student Assistant*** – The bridge classification is available for continuing student employment during academic breaks and/or student employment during academic terms when the student is less than a half-time student. This classification accommodates CSU student employment that does not qualify for the student FICA exemption. Incumbents in this classification are required to participate in Medicare and a mandatory retirement plan (DPA PST) in lieu of Social Security.

***Student Assistant – NCS*** – This classification is used for Student Assistants with a non-citizen, non-resident tax status.

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## **MINIMUM QUALIFICATIONS:**

### ***Knowledge and Abilities:***

Ability to learn and perform assigned work; follow oral instructions; work cooperatively with faculty, staff, and other students; communicate effectively with all levels; and read and write English at a level appropriate to the position.

### ***Special Qualification:***

Admission or registration as a CSU student.

As a Bridge Student Assistant, the student need not be registered as a student, but must have been enrolled as a CSU student the previous term and is registered for the following term.