

STUDENT ASSISTANT POSITION DESCRIPTION (Non-Unit 11 Employees)

Summary of position and department (i.e. reports to, type of work environment, overall expectations and outcomes of successful candidate, description of department, etc.):

Primary responsibilities of the position:

Required education, experience and/or skills:

DESCRIPTION OF DUTIES FORM (Unit 11 Employees only)*

Course Title:	Term:	Supervisor:		_ Course #:
The job duties designated below are required of the employee. Care should be taken to ensure that the time required to complete thes duties is consistent with the hours established in the appointment notice. Please check the appropriate items and describe, as applicable: Attend course lectures Present lectures Prequency/dates:	Course Title:		Location:	
duties is consistent with the hours established in the appointment notice. Please check the appropriate items and describe, as applicable: Attend course lectures Present lectures Instruction/Supervision of	Day/Time:		Employee:	
Present lectures Frequency/dates: Instruction/Supervision of	duties is consistent with the hours			
Instruction/Supervision of	Attend course lectures			
Preparation Hold office hours per week Supervisor/ASE(s) meetings Frequency/duration: Attend pedagogy classes required for training purposes Read and evaluate student papers. Describe: Proctor examinations Perform individual and/or group tutoring Maintain/submit student records (e.g. grades)	Present lectures	Frequency/dates:		
Hold office hours per week Supervisor/ASE(s) meetings Frequency/duration:	☐ Instruction/Supervision of	sections/courses,	/labs per week	
Supervisor/ASE(s) meetings Frequency/duration: Attend pedagogy classes required for training purposes Read and evaluate student papers. Describe: Proctor examinations Perform individual and/or group tutoring Maintain/submit student records (e.g. grades)	Preparation			
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 Read and evaluate student papers. Describe: Proctor examinations Perform individual and/or group tutoring Maintain/submit student records (e.g. grades) 	Supervisor/ASE(s) meetings	Frequency/durati	on:	
 Proctor examinations Perform individual and/or group tutoring Maintain/submit student records (e.g. grades) 	Attend pedagogy classes requi	red for training purposes		
 Perform individual and/or group tutoring Maintain/submit student records (e.g. grades) 	Read and evaluate student pap	ers. Describe:		
Maintain/submit student records (e.g. grades)	Proctor examinations			
	Perform individual and/or grou	ıp tutoring		
Evaluate student assignments	Maintain/submit student record	ls (e.g. grades)		
	Evaluate student assignments			
Provide research assistance	Provide research assistance			
Perform other tasks as assigned. Please list:	Perform other tasks as assigne	d. Please list:		
The supervisor will perform class observations. Yes No	The supervisor will perform class	observations. Yes	No 🗌	
Teaching Associates are non-exempt employees who may be appointed up to the equivalent of full-time (40 hours per week) over the period of the appointment. Graduate Assistants and Instructional Student Assistants are non-exempt employees. CSU Policy limits their work assignment to no more than 20 hours in a week during periods of instruction.	period of the appointment. Gradua	te Assistants and Instruction	nal Student Assistants are	e non-exempt employees. CSU Policy limits
The full-time workweek is a work week of forty (40) hours in a workweek of seven (7) consecutive twenty-four (24) hour periods.	The full-time workweek is a work	week of forty (40) hours in	a workweek of seven (7)	consecutive twenty-four (24) hour periods.
Please refer to Article 26.6-26.11 regarding overtime provisions.	Please refer to Article 26.6-26.11	egarding overtime provision	ns.	
Signature of employee Date	Signature of employee		Date	

Signature of supervisor

Date

*This form was created using p.74, Appendix E of the UAW/CSU Collective Bargaining Agreement for October 1, 2023 – October 31, 2025.

CHECKLIST FOR STUDENT BACKGROUND CHECK

Student Employees Who Must Undergo Background Checks

Student employees are CSU students appointed in CSU non-represented and/or represented student classifications. Their educational relationship with the university is predominant. The CSU is required to conduct a background check on student employees only if they are being considered for a position in which a background check is required by law. These student employees will be required to have background checks if they have not had checks within the past 12 months on the same campus. The questions listed below illustrate the most likely instances where a student will need to complete a background check, but are not meant to be exhaustive. More information and examples of Level 1 data may be found on the <u>HR website</u>. For more information regarding the CSU Background check policy, please visit https://csyou.calstate.edu/Policies/HR2017-17.pdf.

Student Name: Date:		
Department:		
Person completing this Form:		
Will the student employee*:	Yes	No
• Have access to, or control over amount greater than \$10,000 in cash, checks, credit cards, and/or credit card account information?		
• Have access to <u>Level 1 Data</u> ?		
• Have access to stored criminal offender record information?		
• Have access to patient's drugs or medication?		
• Be in regular, direct contact with minors?		

*Includes Unit 11 student employees

Human Resources Use Only	
Has the student been an employee with CSUMB in the last 12 months? Has the student completed a background check through CSUMB in the last 12 months? If yes, please list date:	

Thank you for completing the above information, supporting the Human Resources Office's ability to fulfill the CSU Background Check requirements. Together everyone contributes to making Cal State Monterey Bay a safe and secure campus!

SUPERVISOR AGREEMENT

Student Employee Start and End Dates

Supervisors <u>may not</u> authorize student employees to start work until they have received an official Employment Confirmation Notice from the Human Resources Office. Student employees will receive their notice within 48 hours after completing all required Payroll forms and all eligibility has been verified. Student employees are not allowed to work beyond their appointment end date.

Work Schedule

Supervisors should discuss the student employees work schedule with the student. A student employee's first role at Cal State Monterey Bay is to be a student. Their hours may vary depending on exams and papers. It is important that the Supervisor remains flexible with student's hours. It is the student's responsibility to inform their manager of exams and papers ahead of time to allow the manager to plan around their school needs.

Student Employee Hours

Student employees may not work over 20 hours per week during academic periods. This includes students who have multiple positions on campus. For example, a student who works 10 hours in one department can only work 10 hours in another department. During academic break periods (i.e. Winter, Spring, or Summer breaks), students may work up to 40 hours per week.

Breaks

Student employees are **required** to take a 15-minute paid break within four (4) consecutive hours worked and are required to take a half-hour break after five (5) consecutive hours of work. This break will be unpaid provided the student is relieved of all duties during the break. If the student is not relieve of all duties during the break, the time must be paid. If the student works two jobs, the student employee is still **required** to take a meal break after six (6) consecutive hours. It is the responsibility of the student **and** the department to track when breaks are taken.

Timesheet

Student timesheets must be filled out accurately. Student assistant employees use CMS employee resources to enter all hours worked. All time must be entered by the due date indicated on the payroll calendar. All time entered must reflect exact days and hours a student worked. Instructions on how to fill out student timesheets correctly and payroll deadlines can be found on the Human Resources website at https://csumb.edu/hr/student-employment/.

Campus Jobs

Students are allowed to hold multiple student employment positions (i.e. Student Assistant, Instructional Student Assistant, etc.) as long as the total number of hours worked each week do not exceed 20 hours. Federal Work Study (FWS) student employees are only allowed **one** (1) FWS position.

I acknowledge and agree to all of the above.

Supervisor Name

Supervisor Signature

Date

Student Employment Action Form (SEAF)

This form is intended to communicate information on the appointment of all student employees including Unit 11 (Teaching Assistants, Graduate Assistants, and Instructional Student Assistants). Complete and submit this form (with any other required forms) to studentemployment@csumb.edu for new appointments and any changes to existing appointments.

New hires must complete the Student New Hire On-boarding Process <u>no later than their first date of employment</u>. Students cannot work until required academic verifications and the I-9 Employment Eligibility Verification form are completed.

I. Employment Information (all fields required)

1. Employment mormation (an fields)	i cyan cu)						
Student Name:		_ Empl	oyee ID:	Hours per	Week:		
Position Number:		Start Date:			End Date:		
Department Name/ID:		Pay F	Rate:				
Supervisor Name:	Bui	Building: F			Extension:		
Contact Name:	Bui	ilding:	Ext	Extension:			
II. Appointment Type (check applicable	hores)						
New Appointment		Re-appoint	ment 🗌	Additional appoi	intment		
Appointment Change:		Classificatio		ridditional appoi	intinent		
		Clussificatio	<u> </u>				
	• • • •						
III. Assignment Information (for Teachi	ng Associates	and Instru	ictional Student Assistants only)				
Course name and number (Example: HCOM 211)	Weekly hours	FTE	Course name and number (Exampl	e: HCOM 211)	Weekly hours	FTE	
Course name and number (Example: ITCOIT 211)	Weekiy nours	112		<u>e: neosi 211)</u>	weekiy nours	1112	
Total Weekly Hours/FTE: /		_	Total Weekly Hours/FTE:	/			
IV. Student Acknowledgement (all quest							
 a) In accepting this employment, I agree to abide by the academic term and <u>not</u> more than 40 hours per weee b) I am a student admitted to CSUMB and registered for graduate students.) Initials: c) Are you an international student? Yes d) Have you been awarded work-study? Yes e) Are you working in another department? Yes If yes, please list department(s) and hour 	k during vacation or at least six (6) No No No	ı breaks (doe undergradua	s not apply to TAs). Initials: ate units or four (4) graduate units. (TAs				
All responses above are true and complete to the best of	f my knowledge.	I understand	that any false statements on this docume	ent may result in t	termination.		
Student Name	Student Signa	ture	Dat	te			
	Student Signa		Du	~			
Department Chair/Supervisor Name	Department C Appropriate A	_					

HR Use Only: Entered by

Date