

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:

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 [HR website](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf). For more information regarding the CSU Background check policy, please visit <https://csyou.calstate.edu/Policies/HRPolicies/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 [Level 1 Data](#)?
- 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 **may not** 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

