Start: We Are Going To Hire A Student Employee

What are the duties?

Click Here to see Info on Academic Student Employees (Unit 11): Instructional Student Assistants, Teaching Associates, and Graduate Assistants

Click Here to see info on Non-represented Student Assistants

Questions? Click Here to Contact Human Resources: hr@humboldt.edu

Other Unit 11 requirements include:
- notifying Unit 11 union representative of department orientation, posting of schedule information, and providing evaluation criteria (if evaluating) - Click Here to see Academic Student Employee Hiring Guide
- Majority of work is tutoring, grading, or instruction
- Must be advertised, and posted to APS Website
- Appointment form: either form 600 (for ISAs) or PeopleSoft contract (TAs and GAs) + new employee signups (HR sign-up packet) - Click here to route sign-up packet.
- Background Checks: Is the student employee doing any of the following?
  - Driving on University Business
  - Has access to Level 1 Data (SSN & Date of Birth)
  - Working Directly with minor children?
  - Has a master key to a building?
  - Click here to see Cal Poly Humboldt’s Background Check page.
- ISAs are hourly, so they submit timecards
- Payroll questions? Click here to contact payroll@humboldt.edu