

## Will this position be for a Student Assistant or an Instructional Student Assistant?

Complete this questionnaire by circling the appropriate answers.

1. Will the student teaching, grading, or tutoring\* a specific subject/course within a CSUB academic department? (\* See below for descriptions of these activities.)
    - A. No. This position is a student assistant position. Complete a Form 101 and submit to Career Development Center?
    - B. Yes. Go to question 2.
  2. Will the student be working on the CSUB campus (Main Campus or AV Campus)?
    - A. No. This position is a student assistant position. Complete a Form 101 and submit to Career Development Center.
    - B. Yes. Go to question 3.
  3. Will the student paid through Stateside Payroll?
    - A. No, the student will be paid through Foundation Payroll. This position is a student assistant position. Complete a Form 101 and submit to Career Development Center.
    - B. Yes. Go to question 4.
  4. Will the student spend at least 51% of their paid time each week teaching, grading, and/or tutoring?
    - A. No. This position is a student assistant position. Complete Form 101 and submit to Career Development Center.
    - B. Yes. This position is a probably an Instructional Student Assistant, classification 1150 or 1151. Appointment must be made through Provost's Office
- Teaching – Must be performed on a CSU Campus. This does not apply to student assistants working with pre-K through 12 populations.
  - Grading – Student is using independent judgment to evaluation or assess subjective coursework. This does not apply to student assistants checking Scantrons, using a master key, or entering grades.
  - Tutoring – Providing guidance to a college student regarding a specific college course requirement or course content. This does not apply to peer advising, orientation, counseling, or similar mentoring activities.

NOTE: Instructional Student Assistants may be paid directly by department (1150) or be on Work Study (1151).

Student Name: \_\_\_\_\_

Hiring Department: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If the answers indicate you will be hiring a Student Assistant, contact the Career Development Center. If the answers indicate you will be hiring an Instructional Student Assistant, go to the Faculty Affairs website at <http://www.csub.edu/facultyaffairs/Unit%2011/index.html> and click on the Student Hiring link for further instructions.