

CALIFORNIA STATE UNIVERSITY, LONG BEACH
Student Assistant/Work-Study
Salary Schedule Placement
Instructions *(Effective January 2016)*

GENERAL INSTRUCTIONS

Departments are responsible for the recruitment and placement of all student assistant/work study positions. All student assistant/work study student assistants must be hired/placed in one of the three classification levels outlined on the Student Assistant/Work Study Salary Schedule which will determine the hourly rate. Requests to place students in Classification Level C must be approved by the Administrative Services Manager. The following provides instructions for placing student assistants (SA) and federal work study student assistants (FWS).

Student Assistants

New or Vacant Position Instructions:

STEP 1: The department will identify and determine the duties of the position and choose the classification level that most closely matches the tasks and responsibilities of the position.

STEP 2: For new or vacant positions, the department will post its vacancy on BeachLINK as indicated on the Career Development Center website: <http://careers.csulb.edu>. The classification level, working title, brief description of duties, minimum qualifications, pay rate, and department contact information shall be listed in the advertisement as prescribed by BeachLINK.

STEP 3: Once approved by the Career Development Center, the position will be advertised on BeachLINK. Interested students will contact departments directly. Departments will conduct interviews and identify a candidate(s) to hire. Successful candidates must meet the minimum qualifications for the classification level and will typically be hired no higher than the midpoint of the salary range for the classification level unless the department is recruiting for a student with additional work experience or education.

STEP 4: When ready to hire their successful candidate, departments will follow the procedures established in the Student Assistant Employment Handbook – Department Guide.

http://daf.csulb.edu/offices/bhr/hr_management/payroll/guides/pdf/student_assit_hndbk_dept.pdf

Returning Student Assistant Instructions:

STEP 1: The department will verify that the student is returning to the position.

- If the job duties are the same as the previous academic year, the student will be placed in the same classification level. If a student is placed in the same classification level, the department may provide the student with an increase of up to 5% as provided for in the Merit Salary Increase provisions of the Student Assistant Employment Handbook – Department Guide.
- If the duties have expanded and require a higher level of responsibility, the department will place the student in the classification level that most closely matches the tasks and responsibilities of the position. The student must meet the minimum qualifications and will typically be started at an hourly rate no higher than the midpoint of the salary range of the classification level. Students may be hired above the midpoint of the classification level salary range if his or her education/experience is consistent with the compensation guidelines.

STEP 2: When ready to hire their successful candidate, departments will follow the procedures established in the Student Assistant Employment Handbook – Department Guide.

http://daf.csulb.edu/offices/bhr/hr_management/payroll/guides/pdf/student_assit_hndbk_dept.pdf

Federal Work Study (FWS) Student Assistants

New or Vacant Position Instructions:

STEP 1: The department will identify and determine the duties of the position and choose the classification level that most closely matches the tasks and responsibilities of the position.

STEP 2: To establish a new position or fill a vacant position, the FWS program requires the submission of a Position Announcement form for approval by the Financial Aid office. Position Announcements are reviewed by the FWS Coordinator, and approved if the position description, classification level, and pay rate fall within the guidelines.

STEP 3: Approved FWS positions are typically advertised at the annual work study fair which is held prior to each fall semester. Departments advertising FWS positions during the course of the year - subsequent to the annual work study fair - may post their positions on BeachLINK (prior approval of a Position Announcement is required). Departments will conduct interviews and identify a candidate(s) to hire. Successful candidates must meet the minimum qualifications for the classification level and will typically be hired no higher than the midpoint of the salary range for the classification level unless the department is recruiting for a student with additional work experience or education.

STEP 4: In order to complete the recruitment and hiring process, the FWS student and department must complete a Federal Work-Study Referral Form which can be obtained by the FWS student at the Office of Financial Aid. Additional hiring procedures can be found in the Student Assistant Employment Handbook – Department Guide.

http://daf.csulb.edu/offices/bhr/hr_management/payroll/guides/pdf/student_assit_hndbk_dept.pdf

Returning FWS Student Assistant Instructions:

STEP 1: The department will verify that the student is returning to the position.

- A Position Announcement must be submitted to the Financial Aid Office for approval.
- If the job duties are the same as the previous academic year, the student will be placed in the same classification level. If a student is placed in the same classification level, the department may provide the student with an increase of up to a maximum of 5% as provided for in the Merit Salary Increase provisions of the Student Assistant Employment Handbook – Department Guide.
- If the duties have expanded and require a higher level of responsibility, the department will place the student in the classification level that most closely matches the tasks and responsibilities of the position. The student must meet the minimum qualifications and will typically be started at an hourly rate no higher than the midpoint of the salary range of the classification level. Students may be hired above the midpoint of the classification level salary range if his or her education/experience is consistent with the compensation guidelines.

STEP 2: When ready to hire their successful candidate, the FWS student and department must complete a Federal Work-Study Referral Form which can be obtained by the FWS student at the Office of Financial Aid. Additional hiring procedures can be found in the Student Assistant Employment Handbook – Department Guide. http://daf.csulb.edu/offices/bhr/hr_management/payroll/guides/pdf/student_assit_hndbk_dept.pdf