



**Procedure for Hiring
Instructional Student Assistants (ISAs),
Graduate Assistants (GAs), and
Teaching Associates (TAs)**

1. Is this a 'closed' position?

- A. Does the position exist to fulfill a commitment of support made to a student at the time of admission?

OR

- B. Does the position exist under an existing advising relationship with a faculty member?

If **YES**, this is a 'closed' position. Go to **step 3**.

If **NO**, this is an 'open' position. Go to **step 2**.

2. Open positions must follow this hiring procedure:

- A. **Create a job posting**, which will describe the duties, qualifications, schedule, and salary for the new position:

- a. As a guide, use the Position Descriptions for the appropriate classification ([ISA](#), [TA](#), or [GA](#)) listed under step 1 on the "Hiring CSUB Students" page.
- b. For appropriate salary ranges, use the [CSU Salary Schedule](#) listed under step 4 of the "Hiring CSUB Students page."
- c. Use the "[Unit 11 Job Posting Template](#)" to prepare your job posting.

- B. **E-mail your job posting to Beth Rienzi** at brienzi@csub.edu

- C. The Career Development Center, where students go to look for on-campus jobs, will post the job listing in their office and have a link on their webpage to a listing of ISA, TA, and GA jobs.

- D. Your job listing must be posted for a minimum of one week.

- E. **Interview qualified applicants.**

- F. **Select the best qualified applicant.**
3. **Send the following to Beth Rienzi in the Provost's Office (Admin 100; mail stop 59 ADM):**
- A. **Cover memo** describing the position, duties, supervisor, etc.
 - B. **If you are hiring an ISA, the completed "Student Assistant or Instructional Student Assistant" questionnaire** from Step 3 of the Hiring CSUB Students webpage.
 - C. A completed [Recruitment and Appointment for ISAs, GAs, and TAs form](#).
 - D. **A job description detailing the specific job duties of the person you are hiring.** This is required by Article 2.12 of the Unit 11 Collective Bargaining Agreement.
4. **The Provost's Office will send an appointment offer letter to your selected candidate (you will also receive a copy).**