

California State University, Bakersfield
Career Planning and Placement—x3033

STUDENT ASSISTANT POSITION AVAILABLE FORM

(THIS SECTION TO BE COMPLETED BY CP& P OFFICE ONLY)

Job Number: _____ Date Posted.: _____

(THIS SECTION TO BE COMPLETED BY HIRING DEPARTMENT)

Job Title: _____

Duties: _____

Qualifications/Skills: _____

*Classification: _____ Pay Rate: _____

(Form #117 required for pay rate above Step 1)

of Hours Per Week: _____ Hours Needed: _____ Days: _____

How to Apply: Phone For Appointment Apply in Person
 FAX _____ E-Mail _____

of Openings _____ Length of Job: _____ Hiring Commences: _____

Contact Person: _____

Title: _____ Office/Dept.: _____

Building/Room: _____ Phone Number: _____

***The hiring area Department Head is responsible for ensuring compliance with student assistant classification and pay guidelines. Class IV positions must be signed by Cabinet Officer.**

Department Head Signature (All Positions)

Cabinet Officer's Signature
(Class IV Positions Only)