

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 be 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 a Form 101 and submit to Career Development Center.
 - b. Yes. This position is 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 evaluate 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 (Cafeteria building, room 102, mail stop 54 CAF). If the answers indicate you will be hiring an Instructional Student Assistant, go to the Academic Affairs website at:

<http://www.csub.edu/academicaffairs/>

and click on the Student Hiring link for further instructions.