

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 as 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](#))
 - b. For appropriate salary ranges, use the [CSU Salary Schedule](#).
 - c. Use the "[Unit 11 Job Posting Template](#)" to prepare your job posting.
 - B. E-mail your job posting to David Schecter at dschecter@csub.edu
 - C. The Career Development Center, where students go to look for on-campus jobs, will post the job listings 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 David Schecter 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 Form](#) for ISAs, GAs, and TAs.
4. The Provost's Office will send an appointment offer letter to your selected candidate (you will also receive a copy).