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 Deborah Boschini at dboschini@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 Deborah Boschini 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).**